Installation on the MBC-550 with Double-Sided Drives

If you have double-sided diskette drives that are distributed or supported by Sanyo, you can take advantage of their increased storage capacity.

This special package is intended for users of the MBC-550 with double-sided drives and comes with all of the program files installed on a single diskette—disregard references throughout the manual to the System and Housekeeping diskettes, everything you need is now on the System.

Preparation for Start Up

Before you start, you must have:

- set up your computer and conducted any necessary testing
- familiarized yourself with your computer
- familiarized yourself with MS-DOS start-up procedures

You will also need the following diskettes on-hand:

- MS-DOS
- *EasyWriter II* "System"
- Three blank diskettes

So that your diskettes don't get mixed up during the copying process, fill out and attach labels for each of the blank diskettes.

The labels should read:

- EasyWriter II—System
- EasyWriter II—Sample Data
- EasyWriter II—Sample Data Backup

Note

Whenever possible, write on labels *before* affixing them to diskettes. You risk damaging a diskette if you write on a label that is already on the diskette — if you must write on a label which has been affixed, use a soft felt tip pen.

When you are prepared, proceed to the next section.

Formatting Diskettes

To prepare any blank diskette for use with your computer, you must first format it. This one time procedure is used for all diskettes, whether they are system diskettes (containing files that constitute the program — for example the *EasyWriter II* System diskette) or data diskettes.

This procedure uses the MS-DOS FORMAT command. You will need your MS-DOS diskette and the three blank, labeled diskettes.

1. Start up MS-DOS and bring the MS-DOS command prompt (A>) to the screen.

Note

If you've forgotten how to start up MS-DOS, here's a quick refresher.

- Place the MS-DOS diskette in Drive A.

- Turn on the computer. (Or, if it is already on, press the RESET button.)

- Respond to the date and time prompts by either entering your responses or by pressing RETURN twice.

The cursor should be beside the prompt (A>_). The MS-DOS diskette should still be in Drive A.

2. Place the blank diskette labeled "EasyWriter II—System" in Drive B. (Make sure you "close" the drive by lowering the drive lever.)

Read Me First

For Users of the MBC-550 with Double-Sided Drives

This is a special version of EasyWriter II™ for the MBC-550 with double-sided drives and MS™-DOS version 2.11. This version may not be used for the MBC-550 with single-sided drives. If you have mistakenly received the wrong version, return it immediately to your Sanyo dealer.

Variations From the Enclosed Manual

There are a few variations in this version of the program that warrant your attention. Once you have read this short revision notice and followed its instructions, you will return to the appropriate section of the manual; you will never need to read this notice again, though you should keep it...just in case.

Normally, EasyWriter II is stored on two program diskettes which are alternatively used, depending on what you want to do at the time—much like storing pens, pencils, and erasers in one drawer of your desk and storing your calculator in another. It's not so much a matter of organization, just one of not enough space in a single drawer. Unfortunately, you can only have one "drawer" open at a time.

This version of the program takes advantage of the extra storage capacity of double-sided diskettes, which the MBC-550 with double-sided drives is capable of "reading." Therefore, all of the program files are stored on a single diskette. Disregard references in the manual to the Housekeeping diskette since all those files are now stored on the System diskette—to complete the analogy, in a single "drawer".

Other than the occasional reference to the non-existent Housekeeping diskette, the only functional variation from the manual is in the initial process of creating your working diskettes. The following pages contain the instructions that apply to your particular hardware format. But, before you begin, there are some sections of the manual that you should read.

SANYO EasyWriter™ II
FOR THE
MBC 550 Series Computer

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Preface

The *EasyWriter II*™ word-processing program is one member of the *EasyFamily* from Information Unlimited Software and Basic Software Group, Inc. Although each package in the series operates as a stand-alone unit, the programs form an evolving series of building blocks, each of which builds upon the functions of others and thus extends the flexibility and expandability of the entire family. The programs combine to give you a fully integrated office-management and record-keeping system.

EasyWriter II is designed for people with little or no word processing experience. The description of the system and its operation has been kept nontechnical.

To utilize this program you need a computer with at least 128K of random-access memory (RAM). Your computer must have either a monochrome or color display unit. It must also be equipped with, at minimum, two one-sided diskette drives. However, your computer may be equipped with a variety of diskette drive configurations. It may be equipped with some combination of 160K and 320K diskette drives, and hard disk storage. Instructions in this manual are written to accommodate variations in procedures between 320K and 160K drives.

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Chapter 1
Introduction

What EasyWriter II Can Do

Although the EasyWriter II program is easy to use, it is a very sophisticated page-oriented word processor. Because your system may be used by persons having little or no computer knowledge, the description of the system and its operation has been kept as nontechnical as possible.

EasyWriter II includes the following features.

- Documents are grouped in "file folders" for ease of access and file security.

- Text on the screen appears as it will on a printed page. Even headers, footers, and page numbers appear on the screen exactly as they will be printed. However, special fonts and rulers do not.

- The status area at the top of the screen displays information about the current page and typing position. The following information is displayed:

  - Margins and tabs currently in effect

  - Exact typing position (space, line, page, and document name and number)

  - Mode (the amount of text affected by editing selections or special features such as Search and Replace)

  - Font in effect at the current typing position (for example, whether text is underlined or printed in boldface)

  - Error messages and prompts

  - Date (set using the Main Menu)

  - Amount of text currently on diskette (percent full)

  - Message telling you to create another page when the current page is full

- Editing functions are accomplished with one or two keystrokes. The EasyWriter II program uses function keys so you don't have to remember complicated codes to perform simple activities.

  - "Help" gives you information on every function in EasyWriter II.

  - "Go To" gets you quickly to any page of your document.

  - "Fonts" lets you use a special type style, such as boldface (for words, sentences, and pages), in one keystroke. The fonts are underline, double-underline, bold, shadow, subscript, superscript, special, and overstrike.

  - "Search and Replace" lets you search for a character, word, or phrase and replace it.

  - "Cut," "Copy," and "Paste" allow you to move or copy characters, lines, sentences, paragraphs, or blocks of text to another part of the same document or to another document. You can even move or copy up to a page between documents on separate diskettes.

  - "Tag and Merge" lets you copy text from one or more documents and merge it with other text from the same or a different document.

  - "Ruler" allows you to define your page format: margins, tabs, text justification, decimal tabs, and characters and lines per inch. You can define multiple rulers, each covering a unique formatting situation, and recall a particular ruler at any time while you are editing your text.

  - "Print" allows you to print the page you are currently editing.

As you can see, EasyWriter II is a powerful tool for creating letters, reports, or any other documentation.

How To Use This Manual

This manual is organized to help you learn quickly how to use the EasyWriter II program. In the next two chapters you will set up the EasyWriter II program on your computer and configure your printer.

You learn how to use EasyWriter II from an on-screen tutorial that is an introduction to EasyWriter II. You can close your manual and direct all your attention to interaction between yourself, the screen, and keyboard. The program moves you through the tutorial and teaches you the basic procedures used in writing and editing with EasyWriter II.

The on-screen tutorial is then reinforced with a set of written tutorials presented in the same chapter. You'll explore the more powerful features of the program with a series of hands-on tutorials that build on what you have learned from the diskette tutorial.

Learn the system at the speed that feels comfortable to you. As you use EasyWriter II for your various word processing tasks, you will want to use more and more of the functions and features of the program. Then the reference section, Chapters 5 through 8, will be especially helpful.

This manual explains how to use EasyWriter II on your computer. It gives you the following information about the program.

- What equipment you need.
- What you have to do to get started.
- Tutorials on the use of EasyWriter II.
- Detailed descriptions of all the operations of EasyWriter II.

The chapters are organized as follows.

Chapter 1 explains the EasyWriter II word processing capabilities, most features of the program, use of the manual, required equipment, and the components of your system.

Chapter 2 explains the procedures to follow to make the EasyWriter II program diskettes compatible with your computer.

Chapter 3 describes how to configure the EasyWriter II program to work with your printer.

Chapter 4 has tutorials. An on-screen tutorial introduces you to the basic procedures used in writing and editing with EasyWriter II. Additional hands-on tutorials provide exercises that expand and reinforce what you learned from the on-screen tutorial.

Chapter 5 introduces the Main Menu, which you use to access the word processing tasks. You find out how to organize your documents in file folders, how to print, paginate, and delete documents, and how to perform other word processing tasks.

Chapter 6 introduces the System Functions Menu. It explains how to set up default values for your program and printer. It also explains how to copy documents from one diskette to another, convert files from MS-DOS format to EasyWriter II format and the reverse, and check the integrity of data.

Chapter 7 describes the editing operations of EasyWriter II. Different modes in which text editing may occur (such as Character, Word, or Line) are explained. Basic editing features (such as Insert and Delete) are explained, along with cursor-control keys and fonts.

Chapter 8 describes the EasyWriter II editing capabilities accessed by using the function keys, PF1 through PF10.

The appendices provide additional technical information.

Appendix A is an alphabetic guide to error messages and their meanings.

Appendix B explains how to configure a standard printer.

Appendix C explains how to configure custom printer type A.

Appendix D explains how to configure custom printer type B.

Appendix E explains installing the program on non-standard hardware.

In addition, this manual contains a Glossary and an Index.

Instructions to press a function key command are in **UPPERCASE BOLDFACED** type.

To the left of the keyboard are function keys marked PF1 through PF10. To select the top numbers on these keys, you must first press and hold down the SHIFT key. For instance, to access the PF6 function, press and hold down the SHIFT and PF1 keys. The manual will not always instruct you to press the SHIFT key whenever you access functions PF6 through PF10.

NOTE

Messages on the screen will refer to these keys (PF1—PF10) as F1 through F10.

For some functions, you press and hold down the control (CTRL) key (located above the SHIFT key) and a number key. For example, to access the Print function, press and hold down the CTRL and 7 keys.

This manual assumes that you have read and are familiar with the chapters about using MS-DOS in the Sanyo manual, and have fundamental information about the Sanyo MBC-555. The MS-DOS operating system is required to use the EasyWriter II program. Finally, you need the manual that comes with your printer. Refer to it for certain specifications when you configure the EasyWriter II program to work with your printer.

What You Need To Start

Your computer must have either a monochrome or color display unit. It must also be equipped with two diskette drives, or one diskette drive and a hard disk drive.

Your computer can be equipped with two 160K or 320K diskette drives, or a diskette drive and a hard disk drive. Instructions in this manual are written to accommodate variations in procedures between 160K and 320K diskette drives and hard disk drive.

The EasyWriter II program is designed to be used with a wide variety of printers. Your dealer can provide you with more information.

In addition to the equipment mentioned above, you need the following materials for operating this program.

Software

Software is the term for the diskettes you use on your computer and the programs on them. In this case, it is your EasyWriter II program.

EasyWriter II comes with two diskettes, found in the plastic holder accompanying this manual. In addition, you'll need your MS-DOS Operating System diskette. Operate your EasyWriter II program with the following software:

- EasyWriter II System diskette
- Housekeeping diskette
- MS-DOS Operating System diskette

A label that lists EasyWriter II functions also comes with your manual. Attach it to the keyboard for easy reference.

The MS-DOS Operating System diskette is necessary for using EasyWriter II. If you do not have this diskette, contact your dealer.

Supplies

You will need some blank diskettes to use with your EasyWriter II program.

You will also need paper for your printer. It is a good idea to use continuous-form paper for practice and for draft copies, even if you plan to print final documents on individual sheets of letterhead paper.

Cautions

Your dealer should have advised you about the proper care of your computer. Several other cautions are equally important.

First, *back up data whenever you're finished for the day.* Develop the habit of copying the most current data before turning off your computer. If it's worth typing, it's worth backing up.

Second, *provide checks on your input.* Keep a printed copy (hard copy) of all the documents you create.

Third, *always exit to the Main Menu before removing the data diskette.*

Fourth, *don't leave diskettes in an unattended computer.*

Fifth, *properly label your diskettes.* It's best to write your labels before affixing them to your diskette. If you must write labels while they are on your diskette, use a felt-tip pen.

Sixth, *be aware of the keyboard buffer.* If keys are pressed while other commands are being performed, the new commands are stored in a buffer and the computer responds to them as soon as it is ready. Don't continue pressing keys such as *ESCAPE, RETURN*, or *DELETE*. The commands are stored and performed as many times as the keys are pressed.

Seventh, store all diskettes in a safe place away from dust, smoke, and spills. *Never touch the part of a diskette that is visible through the opening in the square jacket.*

Eighth, do not use the EasyWriter II System diskette and the EasyWriter II Housekeeping diskette that comes with this manual for day-to-day operation. They should be your *master* copies. Use the copies you make in Chapter 2 for day-to-day operations.

Other cautions are made where they are applicable. These are very important. Read them carefully.

Please give these cautions your careful attention; you'll save yourself some grief.

Chapter 2
Getting Started

Before you use your EasyWriter II program you must complete a few tasks. The first of these tasks is making copies of the diskettes that you received with this manual. That way, if your diskettes get damaged, you will have a replacement ready to be used.

Using the MS-DOS Operating System

The EasyWriter II program uses the MS-DOS Disk Operating System (DOS) supplied with your computer. You should have already familiarized yourself with your computer and MS-DOS, though a thorough working knowledge of them is not necessary for the following procedure or routine operation of the program.

To make copies of your diskettes you will use two MS-DOS commands, FORMAT and COPY. The FORMAT command transforms a blank diskette into one that is set up to receive and store data; the COPY command transfers files (data) from one diskette to the formatted diskette.

If you want to know what these commands do, your MS-DOS manual provides the answers. For now, just follow the instructions and you will be guided through the procedure. When you are done, you will be ready to begin using EasyWriter II.

There are three sets of start-up instructions; only one of these applies to you. Each set of instructions is set up for a particular hardware configuration; choose the one that applies to you.

The three possible configurations are:

- two floppy diskette drives, single-sided (160K)
- two floppy diskette drives, double-sided (320K)
- one floppy diskette drive (single- *or* double-sided) and a hard disk

The first configuration, two single-sided floppy diskette drives, is the standard system for which this program and manual were written. The instructions for start up are in this chapter.

At the time of this release (December, 1983) Sanyo does not offer double-sided floppy diskette drives or a hard disk system. Future support and distribution of those configurations is anticipated. Instructions for start up using those configurations are included in Appendix E.

Turn to the appropriate set of instructions and proceed.

Preparation for Start Up

Before you start, you must have:

- set up your computer and conducted any necessary testing
- familiarized yourself with your computer
- familiarized yourself with MS-DOS start-up procedures

You will also need the following diskettes on-hand:

- MS-DOS
- EasyWriter II "System"
- EasyWriter II "Housekeeping"
- four blank diskettes

So that your diskettes don't get mixed up during the copying process, fill out and attach labels for each of the blank diskettes.

The labels should read:

- EasyWriter II—System
- EasyWriter II—Housekeeping
- EasyWriter II—Sample Data
- EasyWriter II—Sample Data Backup

NOTE

Whenever possible, write on labels *before* affixing them to diskettes. You risk damaging a diskette if you write on a label that is already on the diskette — if you must write on a label after it has been affixed, use a soft felt-tip pen.

When you are prepared, proceed to the next section.

Formatting Diskettes

To prepare any blank diskette for use with your computer, you must first format it. This one-time procedure is used for all diskettes, whether they are system diskettes (containing files that constitute the program — for example the EasyWriter II System and Housekeeping diskettes) or data diskettes.

This procedure uses the MS-DOS FORMAT command. You will need your MS-DOS diskette and the four blank, labeled diskettes.

1. Start up MS-DOS and bring the MS-DOS command prompt (A:) to the screen.

NOTE

If you've forgotten how to start up MS-DOS, here's a quick refresher.

- Place the MS-DOS diskette in Drive A.

- Turn on the computer. (If it is already on, press the RESET button.)

- Respond to the date and time prompts either by entering the date and time or by pressing RETURN twice.

The cursor should be beside the prompt (A:_). The MS-DOS diskette should still be in Drive A.

2. Place the blank diskette labeled "EasyWriter II - System" in Drive B. (Make sure you "close" the drive by lowering the drive lever.)

3. Type the command:

   format b:/1/v

   and press the **RETURN** key.

   The following message appears:

```
MS-DOS Format Disk Utility for MBC-550  Ver1.0
Insert a blank disk in drive B and depress any key
```

4. You have already inserted the diskette into Drive B so press any key to continue.

   To indicate that it is indeed working, MS-DOS displays the message:

```
formatting ...
```

   In a few moments, you see:

```
Formatting completed
Format another disk (Y/N) ?
```

5. You will be formatting three more diskettes. To indicate that you want to format another diskette, press:

   Y

   You are again prompted to insert a diskette in Drive B.

6. Remove the diskette labeled "System" from Drive B and replace it with the diskette labeled "EasyWriter II - Housekeeping."

7. Repeat steps 4 (*press any key*), 5 (*press* **Y**), and 6 (*replace the Housekeeping diskette with the one labeled "EasyWriter II—Sample Data"*).

8. Repeat steps 4 (*press any key*), 5 (*press* **Y**), and 6 (*replace the Sample Data diskette with the one labeled "EasyWriter II—Sample Data Backup"*).

9. Press *any key* to begin formatting the Sample Data Backup diskette.

10. When you are prompted to "Format another disk (Y/N)?", press:

    N

    and the MS-DOS command prompt returns with the cursor beside it.

11. Remove the Sample Data diskette from Drive B.

These four diskettes are now ready to receive and store files. Your next step will be to copy files from the original diskettes to the newly formatted diskettes. Once you have done so you will have created the "working" copies that you will use in everyday operations.

Copying Diskettes

You can copy either specific files or all files from one diskette to another using the MS-DOS COPY command. You will now copy all files from each of the diskettes that you received with this manual to the diskettes that you have just labeled "Housekeeping" and "System". You will also copy a specific file to the diskette that you labeled "Sample Data".

NOTE

During this procedure you will be making new System and Housekeeping diskettes. To avoid confusion, the diskettes that came with this manual are called "original" diskettes; the diskettes you are making are called "working copies."

For this procedure you will need:

- your MS-DOS diskette
- the original Housekeeping and System diskettes
- the three formatted diskettes (labeled "System", "Housekeeping", and "Sample Data")

To copy all files from the originals to the working copies:

1. The MS-DOS command prompt should still be on the screen. If it is not, go through the MS-DOS activation process to bring it up. The cursor should be beside the MS-DOS prompt.

   If any diskettes are in either drive, remove them.

2. Place write-protect guards on each of the *original* diskettes. (These go over the notch in the upper right edge of the diskette.)

3. Insert the original System diskette in Drive A and the working copy (the formatted blank diskette that you labeled "System") in Drive B.

4. Type the following command (make sure you leave a space between the second asterisk and the "b"):

   copy a:*.* b:

   and, when you are sure you have typed it correctly, press **RETURN.**

5. As files are copied from one diskette to the other, their names appear on the screen.

   When the process is completed, a message indicating the total number of files copied is displayed and the MS-DOS command prompt appears. The cursor is beside it.

   You have now created your working copy of the EasyWriter II System diskette. Remove the original diskette from Drive A and the working copy from Drive B.

6. To make a working copy of the Housekeeping diskette, repeat steps 3 (*insert original in Drive A and formatted diskette in Drive B*) and 4 (*type copy* **a:*.* b:** *and press* **RETURN**).

7. Leave your original Housekeeping diskette in Drive A. Remove your working copy from Drive B.

Leave everything else as is and proceed to the next section.

Creating Your Sample Data Diskette

We have included several sample documents with this package for you to use in the tutorials. These sample documents are stored on the Housekeeping diskette, but you will be copying them to the diskette labeled "Sample Data."

You will use a variation of the earlier MS-DOS COPY command that will copy only the specified file. For this procedure you will need your original Housekeeping diskette (which should still be in Drive A) and the formatted Sample Data diskette.

The MS-DOS command prompt should still be on the screen. If it is not, bring it up. If the Housekeeping diskette is not in Drive A, insert it before proceeding.

1. Insert the diskette labeled "Sample Data" in Drive B.

2. Type:

   copy a:worddata b:

   (make sure that there is a space between "worddata" and "b:") and press **RETURN.**

3. The file name appears on the screen as it is being copied. When the process is completed, a message indicating that one file has been copied will appear. The MS-DOS command prompt returns to the screen.

You have now created a working copy of your Sample Data diskette. As you should with all data, you will make a backup copy before you begin work. Leave everything as it is and proceed to the next section.

Backing Up Diskettes

To make a backup copy of your Sample Data diskette, you will use the MS-DOS COPY command again (or, you could use the DISKCOPY command — for more details, see your MS-DOS manual.)

Remove the original Housekeeping diskette from Drive A. Remove the Sample Data diskette from Drive B.

The MS-DOS prompt should still be on the screen. If it is not, bring it up.

1. Put a write-protect guard on the Sample Data diskette.

2. Insert the Sample Data diskette in Drive A.

3. Insert the diskette labeled "Sample Data Backup" in Drive B.

4. Type the command:

   copy a:*.* b:

   and press **RETURN.**

   Because there is only one file (WORDDATA) on the Sample Data diskette, only that filename is displayed and the message indicates that one file has been copied. The MS-DOS command prompt returns to the screen.

5. Remove both diskettes.

Leave the MS-DOS prompt on the screen and proceed to the next section. You are now going to start up EasyWriter II.

Starting Up EasyWriter II

To activate (start up) EasyWriter II you must first start up MS-DOS. When the MS-DOS command prompt appears, you just give the command to start EasyWriter II. That command is EWII. (Or you can use lowercase letters, as you can with all MS-DOS commands.)

NOTE

MS-DOS must be active for you to use EasyWriter II. If you terminate a session by pressing the RESET button or by turning off the power, you must restart MS-DOS.

In the next chapter you will begin using the program; right now you will just enter EasyWriter II for purposes of being introduced to the start up procedure.

1. Get the DOS command prompt on the screen.

2. Remove the MS-DOS diskette from Drive A and replace it with the EasyWriter II System diskette.

3. Give the EasyWriter II start-up command:

   EWII

   and press **RETURN.**

   The EasyWriter II start-up procedure starts. The system takes a few moments to load the program and several messages are momentarily displayed. You get a brief glimpse of the "title page" which bears the program title and copyright information.

4. The Main Menu Appears:

```
Main Menu                                  EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions


                          No File Folder Open.
```

When the Main Menu is on the screen you are ready to begin using EasyWriter II. Proceed now to Chapter 3.

Chapter 3
Setting Up Your Printer

You probably will need to consult your printer manual to configure the printer to work most efficiently with the EasyWriter II program. In the meantime, however, we suggest that you configure your printer as a standard printer just to get started learning the EasyWriter II program. Defining the printer as standard ensures that it will be able to generate clean output, though it will only perform line feeds, form feeds, and carriage returns.

After you complete the tutorials in Chapter 4 and feel comfortable with EasyWriter II, you can reconfigure your printer to take advantage of its features. To configure your printer, you need to know the printer type, port number, and baud rate.

The EasyWriter II program recognizes three printer configurations:

- Standard printer
- Custom printer type A
- Custom printer type B

Standard Printer

The simplest printer configuration is the standard printer. A standard printer responds only to form feed, carriage return, and line feed. With this configuration you cannot take advantage of the many special printing features that EasyWriter II provides. Almost any printer can be configured as a standard printer.

Custom Printer Type A

Type A printers are a select group of daisy-wheel printers that have at least two things in common. They can move their printheads horizontally in motions of 1/120th of an inch. They are capable of setting line feed (vertical) distance increments in motions of 1/48th of an inch. A custom printer Type A responds to control codes. Fifteen control codes can be set, allowing for such features as overstrike, superscripts, and subscripts. Daisy-wheel and dot-matrix printers can be configured as custom printer Type A. The Sanyo PR-5500, NEC Spinwriter, and Diablo 1610 are three examples of the Type A printer. The default for the Type A printer is the Sanyo PR-5500 configuration. Your printer manual tells you what codes can be set.

Custom Printer Type B

Type B printers are printers that don't fit Type A requirements. With the custom printer Type B, there are more variables under your control, allowing you to take advantage of all the features of your printer.

The Printer tutorial at the end of this chapter gives step-by-step instructions for configuring your printer as a standard printer. If you have trouble later reconfiguring your printer as custom Type A or B, follow the tutorial again, and consult Appendix C or D, your *Operating Instructions*, and possibly your dealer to customize the printer.

Port Number

Select port 2 if you are using the standard parallel printer connector to interface with your printer. Select port 1 if you are using the optional serial port to interface with your printer. Consult your printer manual to determine whether you have a parallel or serial printer.

There is no relationship between ports and the slots in the *back of your computer; any similarities are completely coincidental.*

Baud Rate

Baud rate is the speed at which the computer transmits text to the printer. Legal baud rates are listed at the bottom of the Change Printer Selection form. Your printer manual tells you the baud rate of the printer. If you are using a parallel printer, baud rate is irrelevant.

Printer Tutorial

To configure the printer, you need to access the System Functions Menu.

1. Place the MS-DOS diskette in Drive A.

2. Activate MS-DOS by turning the computer on. (If the computer is already on, press the reset button.) Press the **RETURN** key twice.

3. Replace the MS-DOS diskette in Drive A with the EasyWriter II System diskette.

4. With the MS-DOS command prompt on the screen, type **ewii.** Press the **RETURN** key.

   The system takes a few seconds to load the program and flashes a few messages on the screen. You get a momentary glimpse of the title page, which shows the program title and copyright information.

5. The Main Menu appears.

```
Main Menu                                  EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions


                          No File Folder Open.
```

6. Select **8**, System Functions.

   If the Main Menu remains on the screen and the following message appears at the top of the screen,

   ```
   Put Housekeeping in Default Drive, Press RETURN:.
   ```

   remove the System diskette from Drive A and replace it with the Housekeeping diskette. Then press the RETURN key.

   The System Functions Menu appears as follows:

```
System Functions Menu                    EW II DOS Housekeeping nnK n.n Mmm DD YY

   1. Copy Documents
   2. Edit Default Ruler
   3. Edit System Parameters
   4. Check Integrity of Data
   5. Import a Docume
   6. Export a Document
   7. Change Printer Selection
   8. Configure Printer Type A
   9. Configure Printer Type B


Select Function (or ESCAPE to exit):
```

7. Type **7** to access Change Printer Selection.

   If the following screen appears:

```
   Change Printer Selection

   Insert System Diskette in Default Drive and Press RETURN:
```

   remove the Housekeeping diskette from Drive A and replace it with the System diskette. Then press the RETURN key.

The Change Printer Selection form appears on the screen.

```
Change Printer Selection

  1. Standard Printer
  2. Custom Printer Type A
  3. Custom Printer Type B

Present printer selected is Custom Printer Type B

Printer Number: [3]
Port Number:    [2]
Baud Rate:      [1200 ]

Legal Baud Rates are 9600, 4800, 2400, 1200, 600, 300, 150 and 110.
```

8. Type 1 for the standard printer, 2 for the custom printer type A, or 3 if your printer is a custom printer type B.

   (The first time you configure your printer, we suggest that you select 1. Press the **TAB** key to advance to the port number field.)

9. Type the proper port number or leave it as it appears in the field. Press the **TAB** key to advance to the baud rate field.

10. This field must be filled with a legal baud rate. (Legal baud rates are shown on the screen.) Type the baud rate or leave the current entry in the field.

    If you have a parallel printer, leave this field as is.

    If you have a serial printer, enter a rate that matches the speed of your printer — check your printer manual.

    Make sure that all the characters from the previous entry are gone. For example, the default baud rate that appears on the screen is 1200. If your baud rate is 600, and that is what you type, then 6000 appears. This is because the field fills from left to right. Characters farthest to the right must be erased (typed over) by pressing the space bar.

NOTE

If you discover that you have made an error, and the cursor is still in the field in question, you can move back (use the LEFT ARROW or BACK SPACE key) to the incorrect character and retype it. If the error is in a field you have already left, return to it by pressing the TAB key until the cursor returns to the field to be corrected.

11. Press the **RETURN** key.

    If the following prompt appears:

    ```
    Put Housekeeping in Default Drive, Press RETURN:
    ```

    remove the System diskette from Drive A and replace it with the Housekeeping diskette. Then press the RETURN key.

12. To return to the Main Menu do the following depending on your system.

    If you have System and Housekeeping on separate diskettes, remove the Housekeeping diskette from Drive A. Replace it with the System diskette, and press ESCAPE.

    If you have both System and Housekeeping on one diskette, or if you have a hard disk, press ESCAPE.

The Main Menu appears.

The printer specifications you just entered are now recorded on the System diskette. If you want to reconfigure your printer, use the Change Printer Selection task again. The information just entered will appear as the default specifications.

To reconfigure your program for a custom printer Type A, refer to Appendix C. The Sanyo PR-550 is the default printer Type A. To reconfigure your program for custom printer Type B, refer to Appendix D. The Epson MX-80 printer is the default printer Type B.

After you have completed the printer configuration, your printer is ready to be used with the EasyWriter II program.

Chapter 4
Tutorials

Two types of tutorials are included with EasyWriter II. In the on-screen tutorials you follow the directions on the screen. No book is used. In the other tutorials, you follow the directions in the manual.

The on-screen tutorials introduce the basic features of the program; the tutorials in the manual reinforce these and introduce additional features. First, work through the on-screen tutorials. Then work through the book tutorials.

On-Screen Tutorials

The Sample Data diskette that you made in Chapter 2 contains a self-teaching document.

To start the on-screen tutorials, follow steps 1 through 8.

1. Place the Sample Data diskette in Drive B. (If you have a hard disk, put the Sample Data diskette in Drive A.)

2. Activate EasyWriter II.

   The system takes a few seconds to load the program and flashes some messages on the screen. When the computer has finished loading EasyWriter II, the screen will look like this.

```
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions


                          No File Folder Open.
```

3. Type **2** to open a file folder. The following information will appear on the screen.

```
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity: 2
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

   File Folder Name: [WORDDATA                          ]        3
```

4. Press the **RETURN** key to accept the default file folder named WORDDATA. (With a hard disk, you will get a message telling you to insert a diskette in Drive B. Press the RETURN key.)

   The screen will look similar to this:

```
                                                                  nn% full
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

                  Doc  Page Name                              Auth  Op
 Active Document: 1    1    Self-Teaching Document             IUS

List of Documents in Folder Tutorial Documents
 Doc  Page   Name                          Auth   Op    Created    Edited
   1    31   Self-Teaching Document                     IUS
   2     1   Sample Document A                          IUS
   3     1   Self-Teaching Document (merge)             IUS
```

5. Type **1** to select Edit.

6. Document 1, the Self-Teaching Document, is displayed on the form.

7. Press the **RETURN** key to begin editing.

8. Follow the directions given on the screen for the rest of the tutorial, but first read the following sections which tell you how to exit an edit session, how to recover a sample page, and how to recover the Sample Data diskette.

When you have completed the on-screen tutorials, skip to the section entitled "Tutorials" to reinforce what you've learned in the on-screen tutorials.

Quitting an Edit Session

To quit an edit session and save all the changes you have made, press the ESCAPE key. This returns you to the Main Menu. The data you have entered is recorded on your data diskette.

If you want to leave the program, while the Main Menu is on the screen, press the ESCAPE key again; then press the RETURN key. The command prompt A: will appear on the screen.

Recovering a Sample Page

If you want to recover the original text on a page because you find yourself in a confusing situation, or because you have accidentally deleted or written over text, follow steps 1 through 4.

1. Press and hold the CTRL key.

2. While holding down the CTRL key, press the 2 key.

3. The following message will appear on the screen.

```
RETURN to Cancel Changes, ESCAPE to Leave Alone:
```

4. Press the RETURN key in response to the prompt. If you want to cancel changes made to a page, you must do it before leaving the page. Once you leave the page, all changes become permanent. To cancel changes, press the CTRL and 2 keys *before* leaving the page.

Recovering the Sample Data

If you want to replace the Self-Teaching Document, you have the following options:

1. If you have made a backup of your Sample Data diskette you can use the COPY command to copy the backup over the altered original. See "Backing Up Diskettes," in Chapter 2 to refresh your memory.

2. If you don't have a backup, you can transfer the WORDDATA file folder to your Sample Data diskette again. The command, COPY A:WORDDATA B:/V, will write over the file folder you've altered, replacing it with the original. Refer to the section entitled, "Creating Your Sample Data Diskette," in Chapter 2 to review how to do this.

Tutorials

These tutorials assume you know how to do the things covered in the on-screen tutorials, so do the on-screen tutorials before you start these. Work through these tutorials at your own pace to make sure you understand them. You can stop during a tutorial and read more about a particular feature in Chapters 5 through 8. Please read the following paragraphs before starting the tutorials.

To the left of the keyboard are the function keys, marked PF1 through PF10. To select the top numbers on these keys, you must first press and hold down the SHIFT key. For instance, to access the PF6 function, press and hold down the SHIFT and PF1 keys. The manual will not always instruct you to press the SHIFT key when you access functions PF6 through PF10.

For some functions, you press and hold down the control (CTRL) key (located above the SHIFT key) and a number key. For example, to access the Print function, press and hold down the CTRL and 7 keys.

Instructions to press a function key are printed in **UPPERCASE BOLDFACED** type. Data you are to type are also printed in **BOLDFACED** type.

References are made to screen forms. These are forms that have one or more blanks that you fill. These blanks are referred to as fields.

Tutorial 1 — Creating a File Folder

In the following exercise you learn how to create a file folder, name and access a document, and set the date.

Start the tutorial as follows:

1. With the DOS prompt on the screen, place the System diskette in Drive A and the Sample Data diskette in Drive B.

2. Type **ewii** and press **RETURN**.

3. When the Main Menu appears, type **2** to open a file folder.

The following information will appear on the screen.

```
Main Menu                                    EW II DOS System nnK n.n Mmm DD YY
Select Activity: 2
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

 File Folder Name: [WORDDATA                        ]
```

4. (The file folder name which appears on the screen is WORDDATA. This is the file folder which contains the Self-Teaching Document that you used in the on-screen tutorial. If you press the RETURN key now, you will access that file folder. But we want to create a new file folder on this diskette, along with WORDDATA, so we are going to type a new file folder name over WORDDATA.)

   Type: **TUTORIAL.DAT**

5. Press the **RETURN** key.

NOTE

If you have a hard disk, you will later want to create a file folder on it. You must precede the file folder name with a drive specifier (for example, E:FOLDER). However, for the purpose of this exercise, create a file folder on the data diskette.

The screen will appear as follows:

```
File Folder TUTORIAL.DAT                        has not been prepared.
Press RETURN to prepare, ESCAPE otherwise:


Folder Title: [                              ]
Maximum number of documents: [   ]
```

This diskette has a file folder named WORDDATA on it, but no file folder named TUTORIAL.DAT. The program, therefore, prompts you to set up a file folder.

6. Press the **RETURN** key.

7. Type the words **TUTORIAL.DAT Exercises** in the Folder Title field.

8. Press the **TAB** key.

9. For the maximum number of documents, type **20.** Use the space bar to erase the leftover character in the field.

10. Press the **RETURN** key.

This opens the new file folder and returns you to the Main Menu.

Tutorial 2 — Setting the Date

To set the date, do the following:

1. Type **6**.

2. When the following form appears, type today's date, watching the cursor move across the slashes.

```
Type Today's Date: [  /  /  ]
```

NOTE

Type only the digits of the date (MMDDYY), not the slashes. If the month or date is less than 10, type a space followed by the number, or type a zero followed by the number.

3. Press the **RETURN** key.

Observe that the date is now on the Status Line at the top of the screen.

Tutorial 3 — Starting a Document

To start a document, do the following:

1. Type **1** to select Edit. The screen should look like this:

```
                                                          nn% full
Main Menu                                  EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                    4. Print                  7. Print Document List
 2. Open File Folder        5. Paginate Document      8. System Functions
 3. Delete Document         6. Set Date               9. Extended Functions

                    Doc  Page Name                          Auth  Op
 Active Document: 1     1

List of Documents in Folder TUTORIAL.DAT Exercises
 Doc  Page   Name                 Auth   Op    Created     Edited
```

   The number 1 appears under Doc.

2. Press the **TAB** key and a 1 appears under Page as well. Since this is a new document, you have to begin on page 1. (When you edit an existing document, you can specify here on which page you want to start editing.)

3. Press the **TAB** key to accept the 1.

4. Type the document name. Call it **Opening Procedures**.

5. Use the **TAB** key to move to the Auth and Op fields, inserting your initials in each field. If you make a mistake, press the **TAB** key until you loop back to the appropriate field. If you want to make a change within a field, use the RIGHT ARROW or LEFT ARROW key to move the cursor. Then correct any errors.

6. Press the **RETURN** key after filling all the fields. You're now in the editor, ready to create your first document.

7. Type a paragraph or two. Do not press the RETURN key at the end of a line. If the text goes beyond the right margin, continue typing and notice how the wordwrap feature moves the cursor and text to the left margin on the next line.

8. Press the **RETURN** key twice to end a paragraph.

9. After you have typed a paragraph or two, press **PF7** to go into Page mode. Note that the upper left corner of the Status Line indicates that you are in Page mode.

10. Press **PF10.** You have just started a new page. Pressing PF10 is the way to move to the next page if there is one, or to start a new page. Notice that the Status Line indicates that you are on Page 2.

11. Press the **RETURN** key 3 times to get to line 4 and type the following text. Press the **RETURN** key at the end of each paragraph.

```
This is written on page two of the document created in the
tutorial exercises.  The margin in effect here is the default
margin.  Notice the wordwrap feature; when you get to the end of a
line the program automatically wraps the word around to the next
line.  There is no need to press the carriage return after each
line.  The right margin in effect here is known as ragged-right.
Below we will experiment with a margin which will be
right-justified.

Here is an example of text which will have a justified right
margin when we change the ruler later in the tutorial.  When we
change the ruler of this paragraph, the text will be narrower, the
right margin will be justified, and the text will be double-spaced
when printed because the ruler will be set for 3 lines per inch.
```

12. When you're finished typing, press the **ESCAPE** key. You will be returned to the Main Menu.

13. Your document has been saved on the data diskette. Notice on the List of Documents that the document now has 2 pages. Notice the name of the document appears in the Active Document rectangle.

Tutorial 4 — Changing the Name of a Document

1. Select **1**, Edit, from the Main Menu.

2. When the Edit Document form appears, press **TAB** to accept the default document number and press **TAB** again to accept the default page number (2).

3. In the Name field, type the following over "Opening Procedures:" **Tutorial Exercises.**

4. Since you don't want to change the author and operator fields, press **RETURN.**

5. You are on page two of the document you created. (If you had wanted to start on page one, you could have specified page one in the Edit Document form.)

6. Note the Status Line. After the Space and Line indicators, you can see that you are on Page 2 and that the document name has been changed.

7. Move the cursor to two lines below the last paragraph you typed on this page. Type the text below exactly as shown. Do *not* press the RETURN key at the end of each line. Watch the screen as you type "antidisestablishmentarianism." Pause after the word before you press the space bar.

```
When you come to the end of a line that has a word like
"antidisestablishmentarianism, the screen scrolls.
```

   Notice that the screen scrolled to the left to accommodate the long word. Then the wordwrap feature of EasyWriter II moved the long word to the next line.

8. Experiment with editing, but only in the last paragraph. Change from Character mode to Word mode and back to Character mode again. Insert or delete characters or words. Change the sentence anyway you want to. Just don't change the first two paragraphs. If you forget editing commands, read the following section.

While you are editing, you may forget certain editing functions. You can get on-screen reminders by using the Help function.

Tutorial 5 — The Help Menu

1. Press the **PF2** key. The following menu appears on the screen:

```
HELP                                                          nn% full
For help, select an editing command or one of the choices listed below:
                    (press ESCAPE for the Main Menu)
Main Menu Functions
 1. Edit                    4. Print                 7. Print Document List
 2. Open File Folder        5. Paginate Document     8. System Functions
 3. Delete Document         6. Set Date              9. Extended Functions
```

2. Follow the directions on the screen to get more information.

3. When you are finished using the Help function, Press the **ESCAPE** key to return to editing.

NOTE

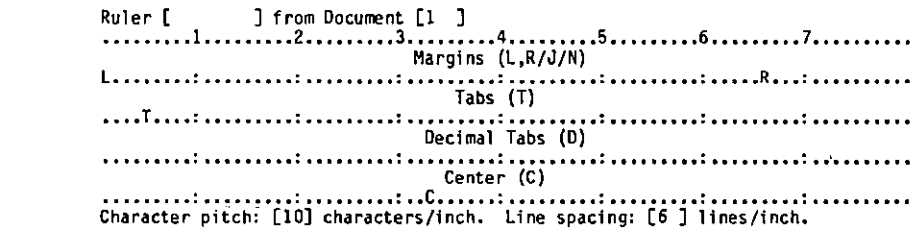
If you accidentally press the ESCAPE key too many times, and return to the Main Menu, you can return to the document you just created by selecting 1, Edit, from the Main Menu, and then pressing RETURN.

Tutorial 6 — Rulers

For this tutorial, you should be on page two of the document you created. Follow these steps to change a ruler.

1. Place the cursor on the first line of the second paragraph. It starts, "Here is an example . . ."

2. Press and hold down the **CTRL** key while pressing **1.** The Ruler form comes to the screen.


Ruler [ ] from Document [1]
Margins (L,R/J/N)
Tabs (T)
Decimal Tabs (D)
Center (C)
Character pitch: [10] characters/inch. Line spacing: [6] lines/inch.

The cursor is in the Ruler field.

3. Type the word **Exercise** in the Ruler field.

4. Press the **TAB** key twice to move down to the Margins line. Notice that "New Ruler" appears on the screen.

5. Use the **RIGHT ARROW** key to move the cursor to space 20.

6. Type the letter **L** to set the left margin.

7. Use the **RIGHT ARROW** key to move the cursor to space 40. Check the Space indicator on the Status Line to see where the cursor is on the line.

8. Type **J** to set the right margin. This sets the ruler for a right margin that is justified.

9. Press **TAB** 5 times to get to the Line Spacing field.

10. Type **3** for the lines/inch.

```
Ruler [Exercise] from Document [1  ]                          New Ruler.
.....1.....2.....3.....4.....5.....6.....7.....
                          Margins (L,R/J/N)
.....:.....L.....:.....J.....:.....:.....:.....
                            Tabs (T)
....T....:.....:.....:.....:.....:.....:.....:.....
                          Decimal Tabs (D)
.....:.....:.....:.....:.....:.....:.....:.....
                            Center (C)
.....:.....:.....C.....:.....:.....:.....:.....
Character pitch: [10] characters/inch.  Line spacing: [3 ] lines/inch.
```

11. Press the **RETURN** key to accept the new ruler and go back to the editor (your document).

    Notice that an R now appears in the right margin of the line where you set the ruler.

    A J now appears at space 40 on the Status Line as the right margin indicator.

12. Move the cursor to the left edge of the screen by pressing the **HOME** and **LEFT ARROW** keys once.

13. Watch the screen as you press Adjust (**PF8**).

    Notice that the margins in this paragraph have changed. The left margin has moved in and the right margin is now right-justified. When this page is printed, this paragraph will be double-spaced.

14. Move the cursor to the first line of the third paragraph. Use the cursor control keys to move the cursor to Space 1.

15. Press Adjust (**PF8**).

16. Move the cursor to the first line of the first paragraph.

17. Press the **CTRL** and **1** keys to go into the Ruler form.

18. In the Ruler field, type the name **default**.

19. Press **RETURN** to accept the settings displayed, record this ruler as a named ruler and to return to editing.

20. Move down to the first line of the third paragraph.

21. Bring the Ruler form to the screen by pressing the **CTRL** and **1** keys. In the Ruler field, type **default**. Use the spacebar to erase the leftover character from the former ruler.

22. You could just press RETURN now to enter this as your new ruler, but, so that you can watch the ruler change, press **TAB** twice.

23. The ruler settings change to the ones you set earlier when you named the ruler, "default." Now press the **RETURN** key to record the ruler and to go back into your document (edit).

24. Press Adjust (**PF8**). The third paragraph is now following the same ruler as the first paragraph. Notice, in the right margin of the screen, that an R appears whenever you change the ruler.

Tutorial 7 — Printing a Page

With Page 2 of the Tutorial Exercises document on the screen and your printer connected, do the following steps to print the page.

1. Press the **CTRL** and 7 keys. The following form appears below the Status Line.

```
Print Page with Indent [  ]
```

2. Fill in the field with the number of spaces you want to indent and press **RETURN.**

3. Voila! The page is printed. Notice that paragraph two is double-spaced.

Break Time

This is a good time to take a break. The next tutorials will be using a different file folder, WORDDATA, the one you used for the on-screen tutorials.

1. Press **ESCAPE** to exit to the Main Menu.

2. Press **ESCAPE** again to exit the program.

3. Press **RETURN** to enter MS-DOS.

Starting Up Again

Do the following steps if you have turned off your computer since the last tutorial.

1. With the MS-DOS® command prompt on the screen, the System diskette in Drive A and the Sample Data diskette in Drive B, type **ewii** and press the **RETURN** key.

2. The Main Menu appears.

Do the following steps to open the file folder, WORDDATA.

1. Select **2** from the Main Menu to open a file folder.

2. Press **RETURN** to accept the default file folder, WORDDATA.

   The following screen will appear:

```
                                                          nn% full
-------------------------------------------------------------------------------
Main Menu                                  EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                    4. Print                   7. Print Document List
 2. Open File Folder        5. Paginate Document       8. System Functions
 3. Delete Document         6. Set Date                9. Extended Functions

                  Doc  Page Name                                Auth  Op
  Active Document: 1    1    Self-Teaching Document              IUS

List of Documents in Folder Tutorial Documents
 Doc  Page   Name                    Auth   Op    Created    Edited
   1    31   Self-Teaching Document          IUS
   2     1   Sample Document A               IUS
   3     1   Self-Teaching Document (merge)  IUS
```

3. Set the date if it hasn't been done today. Follow the instructions in the beginning of this chapter if you have forgotten how to set the date.

Tutorial 8 — Paginate Document

In the following tutorials, you are going to use Sample Document A to practice editing. In order to preserve Sample Document A for a future user of these tutorials, you will make a copy of it and use the copy for editing practice. You can use selection 5, Paginate Document, from the Main Menu to make a copy of a document (if the copy is to be in the same file folder as the original).

1. Select **5**, Paginate Document, from the Main Menu.

2. The following form comes to the screen:

```
Paginate Document

Source Document:                        Auth   Op
[1  ]

Destination Document:                   Auth   Op
[1  ] [                               ] [   ] [   ]

  Options: [  ]  (N: No Paginate, A: Adjust)

Writing Page    .
```

3. In the Source Document field, type **2**. Press the **TAB** key.

4. In the Destination Document field, type **4**.

5. Press the **TAB** key 4 times to move the cursor to the Options field.

6. In the Options field, type **N** for No Paginate. Press **RETURN**.

7. Press **RETURN** again to paginate. Since you typed N in the Options field, you are not really paginating; you're duplicating the document.

8. When you see the message telling you that the pagination is complete, press **ESCAPE** to return to the Main Menu.

   Now that you have a copy of Sample Document A, use it for your practice editing.

1. Select **1** from the Main Menu. The Edit Document form appears; the number "1" is in the Doc field.

2. Type **4** and press **RETURN** to bring the copy of Sample Document A to the screen.

3. Glance at the text on the screen. Press the **PG DN** key twice to bring more text into view. Press **PG DN** two more times to view the entire long page.

4. Press the **PG UP** key 4 times to bring the cursor to the top of the page.

Tutorial 9 — Search and Replace

1. Press **CTRL** and **9** to enter the Search and Replace form. The following form appears:

```
SRCH                  CLEAR to clear from cursor                nn% full
Space  1 Line  1 Page  1 Doc  4 Sample Document A                          FULL
Search For  ""
Replace With ""
Options     [   ]  R=Replace   I=Ignore Case   P=Preserve Case   A=All
```

2. Press CTRL and PF6 if necessary to clear the Search For field. Then type the following.

```
this word processor
```

3. Press the **TAB** key.

4. Press CTRL and PF6 if necessary to clear the Replace With field. Then type the following.

```
EasyWriter II
```

5. Press the TAB key.

6. In the Options field, type **ria**. (R for Replace, I for Ignore Case, A for All)

7. Press the **TAB** key.

8. Examine the form. Use the TAB key to return to any field that hasn't been entered exactly as shown above, and correct it.

9. When you're satisfied that everything has been entered correctly, press **RETURN**.

You are returned to the document you were editing. The following message appears in the center of the Status Line:

```
RETURN for form, NEXT/PREV to search
```

When you press NEXT, the program will replace all occurrences of "this word processor" with "EasyWriter II." Because you indicated in the Options field that you wanted it to ignore case, the program will search for "this" as well as "This."

10. Press NEXT (**PF10**) and watch the screen.

11. When the program has finished replacing, look at the message in the Status Line. Notice that the program has found and replaced 13 occurrences.

12. Press **ESCAPE** to return to editing.

Tutorial 10 — Inserting Pages

1. Move the cursor to the blank line just above the sixth paragraph (about line 37), that starts out "With EasyWriter II".

2. Press **PF7** to go into Page mode.

3. Press **INSERT** (don't forget to press **SHIFT** at the same time).

   The following message will appear on the Status Line:

   ```
   RETURN to Insert Page, ESCAPE to leave alone:
   ```

4. Press **RETURN**.

   You now are on Line 1 of Page Two.

5. Move the cursor down to the blank line above "Income Tax Expense" (about line 33).

6. Repeat steps 3 and 4.

   The one long page has been divided into three pages, and you are on Line 1 of Page Three.

7. Let's say you discover that you don't want the sixth paragraph of the document to start on Page Two. You want that paragraph to be on Page One. You can change that by using the Cut Page function.

Tutorial 11 — Cut Page

1. Use the Go To function (**CTRL 0**) to get to Page 1.

   You are still in Page mode.

2. Press and hold down the **CTRL** and **PF3** keys.

3. You'll see the last 11 lines of Page One and the first 11 lines of Page Two on the screen. A solid line across the screen marks the dividing line between the two pages. You can move that line up or down with the ARROW keys.

4. Press the **DOWN ARROW** key until the line is just below the following paragraph:

```
With EasyWriter II you can concentrate on what you are
writing, knowing that you are assured of clean, crisp,
professional documents.  You create.  We'll make sure that your
results look professional.
```

5. Press **RETURN**. You have just changed the boundaries between Page One and Page Two.

Tutorial 12 — Formatting Text

Follow steps 1 through 8 below to change the ruler.

1. Place the cursor on the paragraph that starts, "Uses all the function keys. . ." (about line 4).

2. Press **CTRL** and **1** to bring the Ruler form to the screen.

3. In the Ruler field, type **list.**

4. Press **TAB** twice to get to the Margins line.

5. Move the cursor to Space 7 and type **L.**

6. Press **TAB** to get to the Tabs line.

7. With the spacebar, erase the T at Space 5. Type **T** at Space 7.

8. Examine the form. If you need to change any field, press TAB to reach the field, and make the correction. When the form is filled in correctly, press **RETURN**.

To change the first sentence on this page, do the following 11 steps.

1. Move the cursor to the first sentence.

2. To delete the words "just a few" in the first sentence, move the cursor to the "j" in "just."

3. Press **PF4** to go into Word mode.

4. Press **DELETE** three times to delete three words.

5. Press **INSERT**.

6. Type **eight**.

7. Move the cursor to the beginning of the line and press Adjust **(PF8)**.

8. Press the **LOCK** key. Type over all the words in the sentence while the LOCK key is on to make the heading all capital letters. Press the **LOCK** key again.

9. Press **PF6** to go into Line mode.

10. Move back to the beginning of the line.

11. While holding down the **CTRL** and **SHIFT** keys, press **B**. The line will appear in boldface when printed.

To number the next eight paragraphs and indent them, do the following 6 steps for each paragraph. When you finish, your text should look like the following:

```
HERE ARE EIGHT FEATURES OF EASYWRITER II:

1.  Uses all the function keys on the computer for simple,
    time-saving operations.

2.  Global pagination and alignment.

3.  You can cut and paste anytime, anywhere.  There's no need
    for clumsy "pointers" or "markers" at the beginning and end
    of the block of text you wish to move.  Just get into the
    right mode and press two keys.

4.  EasyWriter II has underline, double underline, boldface,
    shadow, overstrike, super and subscripts, alternate
    character pitch and ribbon color changes.

5.  EasyWriter II links with DOS files using its import/export
    functions.

6.  Horizontal and vertical scrolling.  Direct jump to any page
    within document without positioning.

7.  On-screen status messages tell you the exact space, line and
    page you are working on.

8.  EasyWriter II works with other EasyFamily programs to give
    you customized, professional financial presentations.
```

1. Place the cursor on the first line of the paragraph.

2. Press the **HOME** and **LEFT ARROW** keys to move the cursor to the left edge of the screen (Space 1).

3. Go into Character Mode (**PF3**).

4. Press **INSERT** twice.

5. Type **1.** (or the appropriate number, 1. for the first paragraph, 2. for the second paragraph, and so on).

6. Press Adjust (**PF8**).

   (Repeat these steps for each paragraph.)

Practice using underlining, boldfacing, and decimal tab entries.

1. Use the Go To function to go to Page 3.

   Notice that the figures for 1983 Deferred Income Tax (lower section of the first column) have not been entered.

2. Enter the figures for deferred taxes for 1983 by first using the cursor control keys to go to the word "Federal" in the Deferred column.

3. Press **TAB** to bring the cursor to the decimal tab stop in the 1983 column.

4. Type the following:

   10,345

5. Press **TAB** 3 times to move the cursor to the decimal tab stop in the 1983 column on the next line.

6. Type the following:

   2,159

7. Press the **TAB** 3 times to move the cursor to the decimal tab stop on the "Total income tax expense" line.

8. Type the following:

   $117,504

9. Using the cursor control keys, position the cursor under the "$" in the total income tax expenses figure (the figure you just typed). Press and hold down the **CTRL** and **SHIFT** keys while pressing the double underline key (the = key). Since you are in Character mode, press it 8 times to make the underline the desired length.

10. Move the cursor up one line and underline (single underline) the figures in that line to conform to the 1982 and 1981 columns.

11. Go into Line Mode (**PF6**).

12. Move the cursor up to the first line of the report (the title), on the first character of the line.

13. Press **CTRL, SHIFT** and **S** to add the Shadow font to the entire line.

14. In the next section you will print this document. But, before doing that, you have one more task to perform. You need to adjust the text on Page One.

15. Use the Go To function to move back to Page 1.

16. Adjust the text on this page by moving the cursor to the first character in each paragraph and pressing Adjust **(PF8)**.

17. Press **ESCAPE** to exit to the Main Menu.

Print Selection on the Main Menu

1. Select **4**, Print, from the Main Menu.

2. The following screen appears:

```
RETURN to Add an item, DELETE to Delete last item, ESCAPE to Exit.
```

3. Press **RETURN**.

Fill in the Print List form as follows:

1. The first field has a "4" in it. Press **TAB** to accept this number and to move to the next field.

2. The Page field has a "1" in it. Press **TAB** to accept this number and to move to the next field.

3. The To field has a "3" in it. Press **TAB** to accept this number and to move to the Copies field.

4. Press **TAB** to accept the default number in the Copies field.

5. Type **5** in the Indent field. Press **TAB**.

6. Press **TAB** to go to the Options field. If you you leave the Options field blank, you must respond to the "Print Next Page?" prompt. If you have continuous forms paper in your printer, type **A** in the Options field.

7. Turn on the printer. Press **RETURN** to start printing.

This almost concludes the tutorials section. If you want more practice editing, you can go back to the document you were just editing (Document 4) and experiment with various editing commands.

If you are finished with Document 4, proceed to the next section and delete the document, thus restoring the diskette to its pre-tutorial condition for the next user.

Delete Document

1. Select 3, Delete Document, from the Main Menu.

   The following screen appears:

```
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity: 3
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

                      Doc   Pgs  Name                              Auth  Op
    Delete Document: [4  ]

List of Documents in Folder Tutorial Documents
 Doc  Page   Name                    Auth   Op    Created     Edited
   1    31   Self-Teaching Document          IUS
   2     1   Sample Document A               IUS
   3     1   Self-Teaching Document (merge)  IUS
```

2. Press **RETURN** to accept the default document number, 4.

3. Press **RETURN** again in response to the message at the top of the screen.

Chapter 5
Main Menu

The EasyWriter II program is "menu-driven." Just as a menu in a restaurant allows you to select from a list of meals, the menus on your screen allow you to select from a list of activities the computer can perform. The EasyWriter II activities are listed on two separate menus: (1) the Main Menu, located on the diskette labelled, "System," and (2) the System Functions Menu, located on the diskette labelled, "Housekeeping."

When you first activate the EasyWriter II program, the Title Page and then the Main Menu appear on the screen. The purpose of this chapter is to explain the activities on the Main Menu and their role in the routine operation of your word processing program. The first time the Main Menu appears, it looks like this:

```
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

                          No File Folder Open.
```

After you open a file folder and set the date (selections 2 and 6), the top part of this menu changes.

- The percentage of space currently used in the file folder appears in the upper right-hand part of the screen as "nn% full."
- The date appears to the right of the "nn% full" indicator.
- The EasyWriter II version indicator and release date appear immediately beneath the space and date indicators.

Below, nine EasyWriter II selections appear on the screen. The Main Menu, with a file folder opened and date set, looks similar to the following:

```
                                                          nn% full
Main Menu                                    EW II DOS System nnK n.n Mmm DD YY
Select Activity:
 1. Edit                    4. Print                   7. Print Document List
 2. Open File Folder        5. Paginate Document       8. System Functions
 3. Delete Document         6. Set Date                9. Extended Functions

                    Doc  Page Name                                Auth  Op
  Active Document: 1    1    Self-Teaching Document                IUS

List of Documents in Folder Tutorial Documents
 Doc  Page   Name                    Auth   Op     Created     Edited
   1    31   Self-Teaching Document          IUS
   2     1   Sample Document A               IUS
   3     1   Self-Teaching Document (merge)  IUS
```

To select an activity from the Main Menu, type its number (1 through 9). Don't press the **RETURN** key. By typing the number, you automatically activate the selection.

The Main Menu selections are described in this chapter. The order of appearance isn't related to the order of use.

To return to the Main Menu after completing many of the activities, press the ESCAPE key. For other activities, the program automatically returns to the Main Menu. To exit from the EasyWriter II program, press the ESCAPE key again.

Edit (Selection 1)

To select Edit, type **1**. The Edit Document form appears on the screen, and the cursor moves to the Doc field. The screen looks similar to this:

```
                  Doc  Page   Name                                Auth   Op
  Edit Document: [1  ] [   ] [                                  ] [   ] [   ]
```

By specifying a document number, you can access any existing document in the file folder, or create a new one. Press the **TAB** key to move from field to field. To change the information in a field (for instance, the name of the document), type over the existing entry.

If you find that you have made an error in a field that you have already left, press the **TAB** key until the cursor returns to that field, then make the correction. Within the fields, use the LEFT and RIGHT ARROW keys and the BACKSPACE key to move the cursor.

Press the **RETURN** key to activate the Edit selection (go into the document).

The following sections explain the fields on the Edit Document form.

- **Doc (Document Number)**

  Every document created with EasyWriter II must be given a number. The program uses these numbers to keep track of the documents in each file folder. Specify the number of the document you want to create or edit in the Doc field. After typing the document number, press the **RETURN** key to begin editing immediately, or press the **TAB** key to move the cursor to the other fields (to specify more information).

  If you have just opened a file folder, the program defaults to document 1 when Edit is selected. After that, it defaults to the number of the last document edited or deleted. To accept the default, and move to the next field, press the **TAB** key. (You can also press the RETURN key to accept all other defaults, not yet displayed.)

  To change the number displayed, type the appropriate number over the default. Be sure to erase any extra characters in the field with the space bar.

- **Page (Page Number)**

  If you're creating a new document, or haven't edited an existing one since opening the folder, the number 1 appears in the Page field when you move to it. If you have just edited the document, the number of the last page edited appears in this field. When editing an existing document containing more than one page, use the Page field to tell the program exactly which page you want to bring to the screen.

- **Name (Document Name)**

  For an existing document, when you move to the Page field, the program automatically fills the remaining fields with the information currently stored in them. To leave the Name unchanged, and move to the Auth field, press the TAB key. To leave all the field information the same, and call the document to the screen, press the **RETURN** key.

However, if you want to name a new document, or rename an existing one, the Name field accepts up to 30 alphanumeric characters (letters, numbers or symbols). When renaming an existing document, remember to space over any extra characters.

- **Auth (Author)**

  Type the initials of the person who wrote the document. (You are allowed up to three characters.) Then press the **RETURN** key to begin editing, or the **TAB** key to move to the Op field.

- **Op (Operator)**

  Type your initials. (As in the Auth field, you are given space for up to 3 characters.) Press the **RETURN** key to bring the document to the screen, or the **TAB** key to loop back to the Doc field and make changes.

- **Created/Edited Dates**

  When you access the document you've selected, the EasyWriter II program automatically enters "Today's Date" (if you have entered a date with the Set Date selection after opening the file folder). If you are beginning a new document, the date appears in the Created field. Whenever you amend the document, the current date set appears in the Edited field, telling you when the last revision was made.

When the information on the Edit Document form is the way you want it, press the **RETURN** key. You can change this information (except the document number and creation date) later.

When you access the document by pressing the **RETURN** key, it appears on the screen. At the top of the screen, preceding the document, is the Status Line.

Status Line

When you are writing or editing a document, the Status Line (composed of three lines) appears across the top of the screen. This is your reference or scorecard for certain elements in the document and on the storage diskette. It looks like this:

```
HOME                                                    nn% full
Space  1 Line  1 Page  1 Doc  1
....T....1.........2.........3..C......4.........5.........6.....R...7.........
```

Top Line

The mode, (in this example, the mode is in Character), percentage full, and date appear on the top line. The mode indicator is on the left of the top line.

The percentage of your storage diskette that has been used and the most recent date set in the file folder are on the right side of the Status Line.

The top center area on the Status Line is reserved for messages, prompts or queries. A message might ask, for instance, if you really want to delete a page. Error messages also appear in the center of the top line. See Appendix A for a complete list of error messages.

Middle Line

The middle line indicates the cursor position (space), line number, page number, document number and name, font changes, whether the current page has a hard page break, and whether or not the page is full.

Special fonts are displayed to the right of this line when the cursor is positioned under a character set in a special font. When you reach the end of the page as you have defined it, through the lines-per-page selection, "FULL" appears at the far right of the middle line.

Lowest Line

The lowest line indicates the ruler. It contains the settings for left (L) and right (R) margins, and any tabs (T) or decimal tabs (D) that have been set. This line also indicates the center (C) point. Numbers are displayed at every 10th space along the line. If you don't create another ruler, the system defaults to a line length of 66.

Returning to the Main Menu

Press the ESCAPE key to end an editing session. When you press the ESCAPE key to return to the Main Menu, all the changes you have made on the page are recorded on the diskette.

NOTE

> You must have an open file folder to use the Edit selection and save the document you create. It is possible to type one page and print it with the Print Page function without having opened a file folder, but there would be no way for you to save that page. (See the following explanation of file folders.)

Open File Folder (Selection 2)

The storage capacity of a diskette or hard disk enables you to store many pages of text. If your documents are short, you might have as many as fifty documents on a single-sided diskette. For double-sided diskettes that number doubles; for a hard disk it increases many times over.

To manage the large number of documents that may be stored, EasyWriter II features a method of storing documents in logical subsets of the total group. These subsets are called file folders.

An EasyWriter II file folder allows you to put many different documents in one MS-DOS file, and you can have more than one MS-DOS file on each diskette or disk. Just as with a manual filing system, where you would put several related documents into a manila file folder, you can put many documents into an EasyWriter II file folder and see the list of these documents every time you open the file folder.

As with a manual system, file folders are named. The name, given when the file folder is created, and subsequently used to access it, must conform to the rules for naming MS-DOS files. (The names of the individual documents within the file folder can contain more characters, and thus be more descriptive.) A file folder, then, is a standard MS-DOS file which can be quickly located with the MS-DOS DIR command; it is also a feature of EasyWriter II which allows you to create separate documents within that file for easy access and editing.

Naming a File Folder

The format for a filename is:

n:filename.ext

This format contains three parts. The "n:" is a drive designation in which "n" specifies the letter of the drive where the data file is stored. This part may be left off if the data file is in the default data drive, which is "b". You will use the drive designation when transferring data between diskettes or if you are using a hard disk. (The drive designation can always be used, but is not always required.)

The second part, represented by "filename" in the above example, is the name you want to give your file. Generally, this is all you need to use for a file folder name, since the file folder will usually be in the default data drive. The name of the file folder can consist of one to eight characters from the following list:

- Any alphabetic character
- Any number (0-9)
- Any of the following symbols:

```
! @ # $ % ^ & ( )
< > ' ~ \ { } - |
```

Filenames may be entered or called up in lowercase or uppercase; they are recognized either way.

The third part, ".ext" is a filename extension. The same rules for allowable characters apply. Use of the extension is optional.

To access the Open File Folder activity (selection 2) when you load the EasyWriter II program, or to open a different file folder during a work session, select **2** from the Main Menu.

When you select 2, the following screen appears with the name of the default file folder.

```
                                                          nn% full
Main Menu                                  EW II DOS System nnK n.n Mmm DD YY
Select Activity: 2
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

 File Folder Name: [WORDDATA                        ]
```

Type the name of the File Folder and press the RETURN key. To accept the default, press the RETURN key.

The EasyWriter II program assumes that the File Folder is in Drive B if your system has two drives. If the File Folder is in another drive, you must specify the drive letter when naming the File Folder. For example, to open the File Folder WORDDATA on a hard disk, type the name E:WORDDATA.

NOTE

> To change the name of the default file folder, use the Edit System Parameters activity accessed from the System Functions Menu.

When you press the RETURN key, one of two things happens: the system opens the file folder (if it exists) or allows you to create a new one.

- If the file folder you name already exists, the program will open that file folder and list the documents in it (up to twelve — to display more, use the UP and DOWN ARROW keys to scroll the list).

If the file folder you name does not exist on the drive specified, the following screen appears:

```
File Folder WHATEVER                    has not been prepared.
Press RETURN to prepare, ESCAPE otherwise:

Folder Title: [                                ]
Maximum number of documents: [   ]
```

If you accidentally enter a nonexistent file folder name while trying to call up an existing file folder, you can exit from this activity by pressing ESCAPE. But, if you want to create a new file folder, fill in the fields as follows.

1. The EasyWriter II program automatically displays the name you have given the new file folder.

   Press the **RETURN** key to prepare the file folder for use, or the **ESCAPE** key if you have changed your mind and don't want to prepare the file folder.

   After you press the **RETURN** key, the number of pages available on the diskette will appear on the screen. The screen looks similar to the following example:

```
File Folder WHATEVER                    has not been prepared.
Press RETURN to prepare, ESCAPE otherwise:
There is now room for about 173   pages in the folder.
Folder Title: [                                ]
Maximum number of documents: [100]
```

2. Give the folder a title. It will appear above your list of documents when the folder opens. The folder title, which can be up to 30 characters, can be more descriptive than the File Folder Name. For convenience however, you may want to have the title correspond to the name.

3. Press the **TAB** key to move to the Maximum number of documents field. Specify the maximum number of documents (up to 100) that you want in the folder.

NOTE

If you press the RETURN key in the Folder Title field, the folder is created with the default Maximum number of documents, 100.

4. After you fill the last field, press the **RETURN** key to create (prepare) the folder and return to the Main Menu. The folder opens and the title appears on the top line, as the following screen shows. There are no documents in the list at this time.

```
                                                          nn% full    25/83
Main Menu                                  EW II DOS System 96K 2.0 Sep 26 83
Select Activity:
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

                  Doc  Page Name                              Auth  Op
  Active Document: 1    1

List of Documents in Folder
·Doc  Page   Name                    Auth   Op    Created     Edited
```

The area below the title is reserved for the list of documents. In an existing folder, there will be one line of information for each document displayed here.

Up to twelve documents can be displayed at one time; if there are more than twelve documents in a file folder, you can review the rest before selecting Edit by pressing the DOWN ARROW key to scroll through the list. To scroll up, press the UP ARROW key. If you have already selected Edit, press the ESCAPE key to leave the Edit Document rectangle and scroll through the list.

NOTE

When you create a document with a number lower than the lowest number in the Document List, the new document does not appear at first. Press the UP ARROW key to bring the document information into view.

To print the entire document list for quick reference, select 7, Print Document List, from the Main Menu. This selection is discussed later in the chapter.

Caution

If you choose Edit (selection 1 from the Main Menu) before opening a file folder, it is possible to type one page of text, though it is not a good idea. You can print the page using the Print Page function, but when you try to leave the page, it is erased. You can only save documents or pages if you edit with an open file folder.

Delete Document (Selection 3)

Even with an endless supply of diskettes, you will sometimes want to delete documents to make room for new material. Other times, documents are best eliminated when they are no longer needed.

When you select **3** from the Main Menu to delete a document from the diskette, the following screen appears.

```
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity: 3
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

                    Doc   Pgs  Name                                Auth  Op
 Delete Document: [1  ]
```

Type the number of the document you want to delete, and press the **RETURN** key. Since deleting a document is drastic, the program displays the title, and the following message appears at the top of the screen.

```
        RETURN to Delete Document, ESCAPE to Save:          nn% full
Main Menu                                   EW II DOS System nnK n.n Mmm DD YY
Select Activity: 3
 1. Edit                  4. Print                  7. Print Document List
 2. Open File Folder      5. Paginate Document      8. System Functions
 3. Delete Document       6. Set Date               9. Extended Functions

                    Doc   Pgs  Name                                Auth  Op
 Delete Document: [1  ]  2    Sample Document to be deleted       JHF   jhf
```

To delete the document, press the **RETURN** key. If you have second thoughts, or have inadvertently typed the wrong document number, press the **ESCAPE** key to cancel the operation and return to the Main Menu.

Whether you are deleting a document, starting a new one, or editing an old one, you can cancel a command by pressing the **ESCAPE** key.

But once you press the **RETURN** key, whatever you have started will be completed.

It is advisable, therefore, to back up your files. Then, if you make a mistake, you haven't lost your only copy of an important document.

NOTE

You must have an open file folder to use the Delete Document selection.

To delete all the documents in all the file folders on a single data diskette, use the MS-DOS operating system FORMAT command.

Please refer to the Operating Instructions for those procedures.

Print (Selection 4)

The Print selection allows you to print one or more documents. Select 4 from the Main Menu to access the Print selection. The following screen appears.

```
Print List Form
Options - A: Auto, C: Codes, L: Lines.

          Document                    Page   To    Copies  Indent  Options

RETURN to Add an item, DELETE to Delete last item, ESCAPE to Exit.
```

To add the first item you want to print, press the **RETURN** key. The following screen, or print "queue," appears and prompts you for specific printing information.

```
Print List Form
Options - A: Auto, C: Codes, L: Lines.

          Document                    Page   To    Copies  Indent  Options

[1 ]                                  [  ][  ] [   ]  [ ]   [  ]
```

Follow steps 1 through 6 to fill in the form. To use the default value displayed in a field, press the **TAB** key to accept that value and move to the next field. To use the displayed values, press the **RETURN** key to start printing.

1. Type the number of the document you want to print.

2. Press the **TAB** key. The cursor moves to the Page field. At the same time, the program fills in the name of the document and the defaults for the remaining fields. Check the name to make sure you entered the correct document number.

   If you entered the wrong number, press the **TAB** key until the cursor loops back to the first field. Type the correct number and press the **TAB** key to continue.

3. The Page field default is 1. Type the number of the page on which you want to begin printing. Then press the **TAB** key to move to the next field.

4. The To field default is the last page of the document. Type the number of the last page you want to print, and press the **TAB** key to move to the next field.

5. The Copies field default is 1. Type the number of copies you want. Press the **TAB** key to move to the Indent field.

6. The Indent field default is 0. Type the number of spaces you want the printer to leave as a left margin *in addition to* the margins already set in the document. Then press the **TAB** key to move to the options field. The following print options can be used alone or in any combination.

   A—Automatic (Auto)

   Option A is for use with continuous-forms paper only. It tells the printer to print one page after another without stopping at the bottom of each page. If you are using individual sheets of paper that require hand-feeding, don't choose Option A.

   C—Codes

   Option C prints the codes for rulers and tags where they are set up in the document. This option is sometimes used for first-draft editing and is particularly helpful when combined with Option L (see next paragraph).

   L—Line Numbers (Lines)

   Option L causes numbers to be printed every five lines in the right-hand margin of the paper. (The increment for line

numbers can be changed in the Lines Interval field of the Edit System Parameters selection.) Numbered lines are often used for first-draft editing.

Blank Options Field

You can also leave the Options field blank. If you do not choose the A (automatic) option, the following message appears at the top of the screen.

```
Print next page?
```

The cursor is in the lower left corner of the screen. Press the **PF1** key to move the cursor up to the message line. Then press the **RETURN** key to start printing, or the **ESCAPE** key to cancel the print.

Repeat the steps for each page. This allows you to insert individual sheets of paper into the printer as necessary.

Make sure your printer is on before you press the **RETURN** key to start printing. Remember, if you did not select Option A, you have to instruct the EasyWriter II program to print the page each time the prompt appears.

You can add another document to the print list while printing. Press the **RETURN** key and the Print List Form appears on your screen.

The EasyWriter II program gives you the ability to enter up to 12 documents at a time for printing. While a document is printing, press the RETURN key; the Print List form appears.

```
Print List Form
Options - A: Auto, C: Codes, L: Lines.

          Document                    Page   To    Copies  Indent  Options

RETURN to Add an item, DELETE to Delete last item, ESCAPE to Exit.
```

Press the **RETURN** key; the print queue form appears.

```
Print List Form
Options - A: Auto, C: Codes, L: Lines.

          Document                    Page   To    Copies  Indent  Options

[1 ]                                  [  ][  ] [   ]  [ ]    [  ]
```

You can now enter the document number and other fields again.

To find out what is printing, look at the print form.

```
Print List Form
Options - A: Auto, C: Codes, L: Lines.

Printing page 1    of copy 1     of top item in list.
```

You may want to delete a document from the list of documents entered for printing before that document has been printed. To do this, make sure the Print List Form is on the screen and press the **DELETE** key.

The following prompt appears at the top of the screen.

```
RETURN to Delete Last Item, ESCAPE to Save:
```

Press the **RETURN** key to delete the item.

If the document you want to delete is not the last document in the print queue, continue pressing the **DELETE** key and then the **RETURN** key, until you have deleted the document. Then re-enter any documents you still want to print.

You can delete the document that is currently printing by following the same procedures. However, once you delete the document from the print queue, it may take a while for the printer to stop (depending on the size of its buffer).

There may be times when you want to stop the printer (for example, if you forgot to put paper in it). To stop the printer, press the **CTRL** and **8** keys. The printer stops (when the buffer

is empty) and the following message appears at the top of the screen:

```
Continue printing?
```

The cursor is in the lower left corner of the screen. Press the PF1 key to acknowledge the message (this moves the cursor to the message line). Then press the RETURN key to resume printing.

To cancel the print, press the ESCAPE key. Then delete the document from the print queue by pressing the DELETE key, followed by the RETURN key (as described previously).

One of the many advanced features of the 96K version of the EasyWriter II program is the ability to print and edit simultaneously. Slower letter-quality printers can be used without sacrificing word processing time. To edit and print at the same time, use the Print selection from the Main Menu.

Start printing as usual; then go to the Main Menu (press the **ESCAPE** key). Choose any document to edit except the one that's printing. Don't switch diskettes or file folders, however. You can also start a new document while the printer is working.

You may have to respond to "Print next page?" messages while you are editing. To do so, press the **PF1** key and respond by either pressing the **RETURN** key to print, or the **ESCAPE** key to cancel printing.

NOTE

You must have an open file folder to use the Print selection.

Caution

You can print and edit at the same time, but it is very important never to remove the data diskette until the printer has stopped.

Paginate Document (Selection 5)

Pagination is the process of breaking a document into pages of equal lengths.

Pagination is used to place an even number of lines on each page. The Paginate Document selection also adjusts the left and right margins of each paragraph according to the rulers set in the document, if you specify that option.

NOTE

You cannot specify the number of lines per page from within the Paginate Document selection. Set the parameters for a particular page from within the editor by pressing the CTRL and 4 keys (Page Parameters). You can also change the default number of lines per page (54) by using the Edit System Parameters selection on the System Functions Menu.

To double-space, modify the number of lines per inch by setting a ruler within the document, or with the Edit Default Ruler selection on the System Functions Menu.

1. Type **5** to select Paginate Document from the Main Menu and the following screen will appear.

```
Paginate Document

Source Document:                        Auth   Op
[1  ]

Destination Document:                   Auth   Op
[1  ] [                                ] [   ] [   ]

  Options: [  ]  (N: No Paginate, A: Adjust)

Writing Page     .
```

2. Type the number of the source document (the document to be paginated), and press the **TAB** key. The program automatically fills in the Name, Auth, and Op fields.

3. Type the number of the destination document (the resulting document). This can be a new number, the number of a document that has been deleted, or the same number as the source document. Press the **TAB** key.

Caution

We recommend that you do not assign the destination document the same number as the source document. You will lose your unpaginated version, and you may not like the way rulers, headers, and footers appear on the paginated version.

4. The program has filled in the Destination document form with the Name, Auth, and Op information from the source document. You can keep the information by pressing TAB in each field, or you can type new information in any of the fields. Press the TAB key to move the cursor to the various fields.

   When the fields are filled to your satisfaction, press the TAB key to move to the Options field.

5. Specify the Options: **N**, **A**, or leave a blank space. Examine the form. You may use the **TAB** key to loop the cursor back through the fields to change any data.

You have three pagination options.

- N (No Paginate)

  Copies exactly what is on each page of the document. It will not adjust the paragraphs. This is a convenient way to copy a document.

- A (Adjust)

  Uses all rulers and page parameters to realign paragraphs and pages of the document.

NOTE

Unless you set a non-adjusting ruler (N) in places where you have centered text or tab settings, the Adjust option will pull all text to the left margin.

- blank:

  Uses both the lines per inch of the ruler and the Page Parameters lines per page to divide the document into pages.

  Does not adjust the document, unless the A option is also specified. (See also Adjust function described in Chapter 8).

NOTE

If you paginate a document after the headers and footers have been added, they are included in the allotted lines per page.

Now press the **RETURN** key and follow the directions on the screen.

When pagination is finished, you are given the option to paginate another document. To continue, press the **TAB** key and fill in the fields. If you don't want to continue, press the **ESCAPE** key.

NOTE

You must have an open file folder to use this selection.

Set Date (Selection 6)

Type **6** to access the Set Date form. This selection lets you enter the current date, which then appears beside the "nn% full" indicator at the top of the screen. When a document is created, the date is automatically inserted in the Created field (to the right of the operator name in the Document List). Any time that document is edited, the date in effect is also inserted in the Edited field. By glancing at the list of documents in the file folder, you can tell precisely when a document was created, and also when it was last edited.

NOTE

Any time you open a new file folder, set the date. Otherwise, the program uses the existing date set in that file folder. If you don't set the date, information in the Created and Edited fields will not accurately reflect when a document was created or revised.

To set the date, follow steps 1 through 3.

1. Select 6 from the Main Menu.

2. When the following video form appears, type the date, in MMDDYY form. The cursor will move over the slashes as you type.

```
Type Today's Date: [  /  /  ]
```

3. Press the RETURN key to enter the new date.

Print Document List (Selection 7)

The list of documents in the file folder you're using appears below the Main Menu.

The names of up to 12 documents can be shown on the screen at one time. If the file folder contains more than 12 documents, use the ARROW keys to scroll the list each time you need to find a document — or print the Document List.

Press 7 at the Main Menu to print the Document List. The following form appears on the screen.

```
Print Document List

Print List for Documents [1   ] through [100].

  Options: [  ]  (R: Rulers, T: Tags)
```

You can print the list with the same information that appears on the screen, or with the ruler and/or tag names in each document.

1. The default numbers of 1 and nnn appear on the Print List for Documents line. Select the desired range of documents you want to print. Press the **TAB** key to move from field to field. Type over the default numbers. To print the entire Document List, accept the default numbers.

2. To list the ruler and/or the tag names in each document, move to the Options field and type **t** and/or **r** (it doesn't matter whether you use uppercase or lowercase letters). The ruler and tag names are printed beneath the specific document with which they are associated.

3. When you're ready, check your printer to make sure it's on and press the **RETURN** key.

An example of a Document List (with ruler and tag names) is shown below.

```
PROPOSALS                                        Date: 09/25/83  Page:  1

 #   Name                              Pgs  Auth Op   Created   Edited

  1  Jones & Smith Proposal              2  IUS  ndb  09/25/83  09/25/83
Named Rulers:          default   columns   indent
Tags:        intro     intro e   conclus.  end

  2  Hardware Figures                    1  IUS  ndb  09/25/83  09/25/83
Named Rulers:          indent
Tags:        gears 1   gears 2   shims 1   shims 2
```

NOTE

You must have an open file folder to use the Print Document List selection.

Rulers and tags are discussed in Chapter 8.

System Functions (Selection 8)

The System Functions allow you to perform certain "housekeeping" activities, such as copying a document. Chapter 6 describes the System Functions Menu.

Extended Functions (Selection 9)

Selection 9 provides the EasyWriter II program access to other integrated application programs, such as EasyMailer II.

NOTE

You must have an open file folder to use this selection.

When you press 9, the Function Selector form appears. Type the selector code (for example, EM for EasyMailer II) corresponding to the program you want to enter, and press the RETURN key.

If the EasyMailer II program is installed on your System diskette, the Print Letters form appears automatically.

If you have the EasyMailer II program on a separate diskette, the following message appears:

```
Insert Function in Default Drive. Press RETURN.
```

Remove the EasyWriter II System diskette from the drive, replace it with the EasyMailer II System, and press the RETURN key. The Print Letters form appears.

If you have not purchased any application packages, return to the Main Menu by pressing the ESCAPE key.

If you have the application diskette, insert it into Drive A and press the RETURN key. That program will appear on the screen. Follow the instructions.

Chapter 6
System Functions Menu

System functions affect entire documents and general system activities. This chapter explains the selections that are accessed from the System Functions Menu.

System Functions (Selection 8 on the Main Menu)

To access the System Functions Menu, select 8 on the Main Menu.

- If you have separate System and Housekeeping diskettes, the Main Menu remains on the screen and the following prompt appears above it.

```
Put Housekeeping in Default Drive, Press RETURN:
```

Remove the System diskette from Drive A and replace it with the Housekeeping diskette. Press the RETURN key; the System Functions Menu appears on the screen.

- If you have System and Housekeeping on the same diskette, or if you have a hard disk, the System Functions Menu appears automatically when the selection is made.

This is the System Functions Menu:

```
System Functions Menu                    EW II DOS Housekeeping nnK n.n Mmm DD YY

   1. Copy Documents
   2. Edit Default Ruler
   3. Edit System Parameters
   4. Check Integrity of Data
   5. Import a Document
   6. Export a Document
   7. Change Printer Selection
   8. Configure Printer Type A
   9. Configure Printer Type B


Select Function (or ESCAPE to exit):
```

The selections that appear on the System Functions Menu are briefly defined as follows.

1. Copy Documents

   Copies documents to the same (or another) data diskette.

2. Edit Default Ruler

   Defines the ruler that appears first in each new document.

3. Edit System Parameters

   Specifies several default settings and options, such as the print offset and indentation, the lines per page, and the non-trivial blank.

4. Check Integrity of Data

   Checks data diskettes for damage, which might occur, for example, after an equipment failure.

5. Import Documents

   Imports documents from other MS-DOS-based programs to the EasyWriter II program. Also moves exported EasyWriter II documents back from interaction with other programs.

6. Export Documents

   Converts EasyWriter II documents to MS-DOS format for use with other MS-DOS programs.

7. Change Printer Selection

   Indicates printer type (standard, Type A, Type B), port, and speed at which computer-printer communication takes place (baud rate).

8. Configure Printer Type A

   Sets up a printer to operate under the Type A configuration.

9. Configure Printer Type B

   Sets up a printer to operate under the Type B configuration.

The first six selections are explained in this chapter. Change Printer Selection (7) was introduced in Chapter 3. Selections 8 and 9 are explained in Appendices C and D. For reference, selections 7 through 9 are reviewed here.

- To leave the System Functions if you have separate System and Housekeeping diskettes, remove the Housekeeping diskette from Drive A and replace it with the System diskette. Press the ESCAPE key; the Main Menu appears on the screen.

- To leave the System Functions Menu if you have both System and Housekeeping on the same diskette, or if you have a hard disk, just press the ESCAPE key. The Main Menu appears.

Copy Documents (Selection 1)

With this selection, you can copy a document:

- to another file folder on the same data diskette
- to another data diskette
- to the end of another document

NOTE

If you want to copy a document to the same file folder, you could use this selection, but it would be easier to use the paginate selection from the Main Menu.

The Copy Documents selection allows you to merge two documents. The copied document will be added to the end of the destination document.

To access the Copy Documents form, do the following:

1. Make sure the data diskette with the document you want to copy is in Drive B.

2. With the System Functions Menu on the screen, select 1, Copy Documents. The following display will appear.

```
Copy Documents

Copy from File Folder [WORDDATA                    ] Auth  Oper
            Document [   ]

       to File Folder [                            ]
            Document [   ]

Copying to page
```

Copying to Another File Folder on the Same Diskette

To copy documents to a file folder on the same diskette, do the following 12 steps. (To copy a document to a file folder on another diskette, see the next section.)

1. Make sure the data diskette with the document you want to copy is in Drive B.

2. Type the name of the file folder that has the document you want to copy. The program assumes this file folder to be on the diskette in Drive B. Press the TAB key.

3. Type the number of the document you want to copy and press the TAB key. The name of the document, the Author, and the Operator initials appear on the screen to the right of the number.

4. Type the name of the file folder that you are copying to (the destination file folder) and press the TAB key. The program assumes the destination file folder is also in Drive B. (These instructions only apply if you are copying to another file folder on the same diskette.)

5. Type the number of the destination document and press the TAB key. A default name for the document will appear in the Document field. If you are copying to an existing document, follow the instructions in the note below.

NOTE

The destination document number cannot be higher than the maximum number of documents assigned when that file folder was created.

If you are copying to an existing document, you are not given the option of changing the Name, Author, and Operator fields of the destination document. Type the number of the existing document and press the RETURN key. Skip steps 5 through 9.

6. Press the TAB key to accept the default name, or type over the default document name if you want the copy to have a different name. Space over any extra characters in the field. Press the TAB key.

7. Either type initials in the Auth field and press the TAB key or press the TAB key to accept the field as it is.

8. Either type initials in the Oper field or leave the field as it is.

9. Examine the form. If there is anything you want to change, press the TAB key until you return to the field. Type the change over the existing information. Space over extra characters if necessary.

Here is an example of how this form looks if you copy a document from one file folder to another file folder on the same diskette.

```
Copy Documents

Copy from File Folder [WORDDATA                          ] Auth  Oper
          Document [99 ] Rulers                            SJ    mw

       to File Folder [LETTERS                           ]
          Document [1  ] Best Seller                       EV    us

Copying to page
```

10. Once the fields are the way you want them, press the RETURN key. The following prompt appears on the screen.

```
Press RETURN to copy, ESCAPE to re-enter blanks.
```

11. Press the RETURN key. Or, if you change your mind, press the ESCAPE key to return to the first field of the Copy Documents form.

    When the copying begins, the screen reports what page is being copied. Once complete, the following prompt will appear on the display.

```
Copy is complete, press RETURN.
```

12. Press the RETURN key. The Copy Documents form is still on the screen. Copy more documents if you like, or press the ESCAPE key to return to the System Functions Menu.

Copying to Another Diskette

To copy a document to a file folder on another diskette, do the following steps.

1. Make sure the data diskette with the document you want to copy is in Drive B.

2. Type the name of the file folder that has the document you want to copy. The program assumes this file folder is on the diskette in Drive B. If it is on another diskette, specify the drive letter preceding the file folder name (for example E:WORDDATA). Press the TAB key.

3. Type the number of the document you want to copy and press the TAB key. The name of the document, the Author, and the Operator initials appear to the right of the number.

4. Remove the program diskette from Drive A.

5. Place the diskette you want to copy to (the destination diskette) in Drive A.

6. Type the destination file folder name specifying the drive letter (A:) Since the program assumes the destination file folder is also in Drive B, and it is not, you *must* specify the drive for the destination diskette. Press the TAB key.

7. Type the number of the destination document and press the TAB key. A default name for the document will appear in the Document field.

NOTE

Be sure the destination document number is not higher than the maximum number of documents assigned when that file folder was created.

If you are copying to an existing document, you are not given the option of changing the Name, Auth, and Op fields of the destination document. Type the number of the existing document and press the RETURN key. Skip steps 5 through 9.

If you designate an existing document as the destination document, the material you are copying is added to the end of the existing document. This is a convenient way to link several documents into one large document.

8. Press the TAB key to accept the default name, or type over the default document name if you want the copy to have a different name. Delete any leftover characters in the field. Press the TAB key.

9. Either type initials in the Auth field and press the TAB key or press the TAB key to accept the default initials.

10. Either type initials in the Oper field or leave the field as it is.

11. Examine the form. If anything is wrong, press the TAB key until you return to the field in error. Type the correction over the error. Delete any leftover characters.

12. Once the fields are the way you want them, press the RETURN key. The following prompt will appear on the screen.

```
Press RETURN to copy, ESCAPE to re-enter blanks.
```

13. Press the RETURN key. Or, if you change your mind, you can press the ESCAPE key to return to the first field of the Copy Documents form.

    When the copying begins, the screen reports what page is being copied. When the copying has been completed, the following prompt will appear on the screen.

```
Copy is complete, press RETURN.
```

14. When the copying is completed, press the RETURN key. You can copy more documents if you want, or you can return to the System Functions Menu. To return to the System Functions Menu, you must first replace the diskette in Drive A with the diskette that has the Systems Functions Menu on it.

15. With the Housekeeping diskette in Drive A, press the ESCAPE key to return to the System Functions Menu.

Edit Default Ruler (Selection 2)

While using the EasyWriter II program, you may notice that a ruler automatically appears every time you begin editing a document. This is the default ruler. If you find yourself often changing this ruler in your documents, you can save time by changing the default ruler itself.

The default ruler has the following characteristics:

- It is the ruler initially in effect in each new document you create.

- It is the ruler in effect in the Header/Footer function.

- It contains the lines per inch setting, used with the lines per page to calculate page lengths in the Paginate Document selection (unless it is replaced by rulers you set in that document).

To edit the default ruler, follow steps 1 through 9. For a more detailed explanation of the fields, see the description of CTRL/1 (Rulers) in Chapter 8.

1. Select 2 from the System Functions Menu.

   If the following prompt appears at the top of the screen (This will not occur if you have System and Housekeeping on the same diskette or if you have a hard disk.),

   ```
   Insert System Diskette in Default Drive and Press RETURN:
   ```

   remove the Housekeeping diskette from Drive A, replace it with the System diskette, and press the RETURN key. This won't be necessary if you have the System Functions (Housekeeping diskette) on the same diskette with the System (EasyWriter II program), or if you have a hard disk.

   The Edit Default Ruler form appears.

```
CHAR                                                          nn% full
Space  1 Line  1 Page  1 Doc  1 Sample Document to be deleted
-------------------------------------------------------------------------
Ruler [       ] from Document [1  ]
.........1.........2.........3.........4.........5.........6.........7.....
                              Margins (L,R/J/N)
L.......:.........:.........:.........:.........:.........:.....R...:.....
                                 Tabs (T)
....T....:.........:.........:.........:.........:.........:.........:.....
                              Decimal Tabs (D)
.........:.........:.........:.........:.........:.........:.........:.....
                                 Center (C)
.........:.........:.........:..C......:.........:.........:.........:.....
Character pitch: [10] characters/inch.  Line spacing: [6 ] lines/inch.
-------------------------------------------------------------------------
```

2. Move the cursor to where you want the new left margin and type the letter l. Move the cursor to the right margin position and type r, j, or n, depending on the type of right margin you want. Press the TAB key to move to the Tabs line.

3. Type t at each place where you want a tab stop. Press the TAB key to move to the Decimal Tabs line.

4. Type d at each position that you want a decimal tab stop. (A decimal tab stop operates on numbers having a decimal point. The decimal point is positioned on the tab stop, thus aligning a column of numbers.) Press the TAB key to move to the Center line.

5. Set the point around which you want text centered when using the Center function. (EasyWriter II otherwise sets the center midway between the left and right margins.) Press the TAB key to move to the Character Pitch field.

6. Enter a character pitch. The pitch setting determines the number of printed characters per inch. Standard pitches are 10 (elite) or 12 (pica) characters per inch. Then press the TAB key to move to the Line Spacing field.

7. Enter the lines per inch. Lines per inch is used by the printer to set line spacing (1½, double, and so on) and is used by the Paginate Document selection to calculate page size.

8. Examine the form. If you want to change anything, press the TAB key to loop back to the line and change it.

9. Press the RETURN key when the ruler is as you want it.

Any time during ruler definition, you can press the TAB key to accept a line as it appears without retyping the information. You can press the RETURN key to leave the screen and accept the new ruler you just specified. If you change your mind, press the ESCAPE key to leave the ruler unchanged.

If the following prompt appears at the top of the display,

```
Put Housekeeping in Default Drive, Press RETURN:
```

remove the System diskette from Drive A, replace it with the Housekeeping diskette, and press the RETURN key. (This won't be necessary if you have the System and Housekeeping on the same diskette, or if you have a hard disk.)

Edit System Parameters (Selection 3)

The EasyWriter II program lets you tailor your word processing system to your requirements by allowing you to change default settings for individual pages or whole documents through the Page Parameters function (accessed while editing a document) or the Edit System Parameters selection (accessed from the System Functions Menu). Select 3, Edit System Parameters, to set the defaults.

It is easy to edit the system parameters. If you don't like the way the new settings look, you can always change them again.

To edit the system parameters, follow steps 1 through 4.

1. To access the Edit System Parameters form, select 3 from the System Functions Menu.

   If the following message appears at the top of the screen:

   ```
   Insert System Diskette in Default Drive and Press RETURN:
   ```

   remove the Housekeeping diskette from Drive A and replace it with the System diskette. (This won't be necessary if you have both Housekeeping and System on the same diskette, or if you have a hard disk.)

   The following form will appear.

```
Edit System Parameters

Key Clicks:           [Y]  (Y or N)
Default Folder Name: [WORDDATA                                    ]
Default Mode:         [0]  (0:Char 1:Word 2:Sent 3:Line 4:Para 5:Page 6:Block)

Default Lines Per Page: [54 ]
Default Offset:         [0  ]

Hot Zone: [0 ]     Balance Point: [0 ]

Default Print Indent:           [0 ]
Lines Interval:                 [5 ]
Default Print Options:          [   ]
Default Paginate Options:       [  ]
Default Search/Replace Options: [    ]

Super/Subscript Roll: [3]

Overstrike Character:  [/]
Non-Trivial Blank:     ["]
Decimal Tab Character: [.]
```

Each system parameter is explained later in this section.

2. Press the TAB key to move the cursor to the field you want to change.

3. Type over the default characters, then press the TAB key to move to the next field.

4. When you finish, press the RETURN key. Or, press the ESCAPE key to leave the original parameters unchanged.

   If the following prompt appears at the top of the display,

   ```
   Insert Housekeeping Diskette in Default Drive and Press RETURN:
   ```

   remove the System diskette from Drive A and replace it with the Housekeeping diskette. This won't be necessary if you have both Housekeeping and System on the same diskette, or if you have a hard disk.

Key Clicks

When you press a key, the EasyWriter II program causes a click to be sounded. This is a helpful reminder in case you inadvertently hold down an auto-repeat key too long—or lean on the keyboard!

If you want to hear the key clicks, type y in the Key Clicks field.

If you don't want to hear the key clicks, leave the default setting, n, in the Key Clicks field.

Default Folder Name

The Default Folder Name appears whenever you open a file folder. You can replace the default name in this field. If you have a hard disk you will find it particularly helpful to use a file folder name such as E:WORDDATA as your Default Folder Name.

Default Mode

When your document first appears on the screen, you are in Character mode, which is the default mode. If you don't change it, the program remains in Character mode. You can choose one of seven modes: Character, Word, Sentence, Line, Paragraph, Page, or Block by typing the appropriate number in the Default Mode field.

Default Lines Per Page

The Default Lines Per Page field sets the number of lines, including headers and footers, for each page. Although you can type more lines on a page, this field sets the page length for the FULL indicator on the status line, for page cuts, and for pagination. To overrule this default, use the Page Parameters selection.

In the Default Lines Per Page field, type the number of lines you want on each page. An 8.5 by 11 inch sheet of paper has a maximum of 66 lines per page. Most people use the default setting of 54 lines per page.

Default Offset (Top Margin)

The Default Offset field sets a margin at the top of each page. In this field, specify the number of lines that the printer skips before printing the first line. This setting can be reset to print letters on continuous forms. The default is initially set to 0. This default, or a new default that you set, can be overruled in an individual document by using the Print selection (accessed from the Main Menu or the Print function accessed while editing).

Hot Zone and Balance Point

The Hot Zone and Balance Point control the right margin by determining how "ragged" the right margin can be.

The Hot Zone defines an area to the left of the right margin. The Balance Point is a position within the Hot Zone.

The default is initially set at 0 for both the Hot Zone and the Balance Point.

See the ruler discussion in Chapter 8 for a full explanation of the Hot Zone and the Balance Point.

Default Print Indent (Left Print Margin)

You can also change the indentation of the left margin when text is printed. The default indentation is initially set at 0. If, however, you have a sheet feeder, you'll probably want to change this default setting. (The indentation is set in tenths of an inch or one character space assuming a pitch of 10.)

Lines Interval

When you use print option L, line numbers are printed to the right of the text. The default numbering is every five lines.

Default Print Options

The Print selection accessed from the Main Menu allows you to choose three print options:

- A for Automatic (continuous) page printing
- C for Tag and Ruler name printing
- L for Line numbers printed in the right margin

Any or all of these codes can be typed in the Default Print Options field to change the blank default setting. These options are explained in Chapter 5. If you usually use continuous-form paper, you may want to specify A as the default.

Default Paginate Options

You can change the Default Paginate Options field by typing an A for Adjust and/or N for No Pagination. The initial default is blank. The A and N options are explained in Chapter 5.

Default Search/Replace Options

The Default Search/Replace Options fields can be set by entering one or more of the following codes:

- R for Replace
- I for Ignore Case
- P for Preserve Case
- A for All

The initial default field is blank.

See Chapter 8 for an explanation of these codes.

Super/Subscript Roll

The Super/Subscript Roll field specifies the distance (in 48ths of an inch) that superscripts and subscripts are placed above or below the standard printed line. The initial default setting for this parameter is 3. (This means the roll is 3/48ths of an inch above or below the line.) You can increase or decrease this roll if you have a printer that allows the paper to be rolled up and down in small vertical increments.

Overstrike Character

The overstrike character is used by the overstrike font. Sometimes in legal typing changes in text are shown by overstriking the characters. The initial default character is a slash mark (/).

Non-Trivial Blank

A non-trivial blank is a special character used to preserve multiple blank spaces or to keep two words or items together in the event that wordwrap might put them on separate lines. When you type a non-trivial blank the space remains no matter what happens during adjustment. When you type a regular space using the space bar, multiple spaces may not remain during adjustment.

The EasyWriter II program displays these blanks as ~ on the screen. When you print the document, however, the character specified here doesn't print; instead a blank space appears in its place. You can change the non-trivial blank from a ~ to some other character (if you need to use the ~ in your document). Suggested characters to use as the non-trivial blank are: ^ \ @. Whatever character you choose will no longer be printed (regardless of the context) until you again change this selection.

Decimal Tab Character

Align numbers around a decimal point by using the decimal tab. Press the TAB key to get to the decimal tab stop. The dollar sign ($), numbers, and the decimal tab character shift to the left when typed at a decimal tab position. The default decimal tab character is a comma, but you can use any of the following characters:

/ , & + # * " ! ( ) , % -

To align numbers like 56-498, use the hyphen or minus sign (-). The comma is useful for typing columns of large numbers. Use the slash (/) to type columns of dates right justified. You may think of some clever uses for the other decimal tab characters.

Check Integrity of Data (Selection 4)

The Check Integrity of Data selection allows EasyWriter II to analyze the data structure of an EasyWriter II file folder. During the Integrity Check, a running count of errors (if any are found) is displayed. If the errors are not too severe, EasyWriter II can usually correct them.

Data diskettes can be damaged by power failures, equipment malfunctions, heat, magnetic fields, improper handling, and so on. Therefore, it is recommended that you run this selection regularly (especially prior to backing up your data diskettes).

To access the Check Integrity of Data selection, select 4 from the System Functions Menu. The following display appears.

```
Check Integrity of Data

File Folder Name   [WORDDATA                    ]

Document:

Errors:


Enter File Folder Name or ESCAPE to exit.
```

1. Place the data diskette to be checked in Drive B. (If you have a hard disk, use Drive A.)

2. Type the name of the file folder you want to check (or leave the default) and press the RETURN key. Remember to type the drive specifier before the file folder name if the data diskette is not in Drive B.

   The following prompt appears at the bottom of the screen:

   ```
   Press RETURN to perform Integrity Check, ESCAPE to exit.
   ```

3. Press the RETURN key to start the integrity check.

4. If the program finds the data to be sound, it displays the following message at the bottom of the screen.

   ```
   Integrity Check complete with no errors. Press RETURN.
   ```

5. Press the RETURN key; the System Functions Menu appears.

If the program displays this message:

```
Minor errors found. Press RETURN to correct, ESCAPE to ignore.
```

Press the RETURN key. The program goes through the process again, and corrects the errors. It is a good idea, however, to back up your data immediately.

If the Check Integrity of Data selection detects errors that it cannot correct, the following message will appear on the screen:

```
Serious errors found. Do not use this Folder. Press RETURN.
```

Press the RETURN key to leave the display and go to the System Functions Menu.

If you don't have a recent backup diskette, check each document in the folder. Then use Copy Documents to copy the error-free documents to a new diskette.

Import a Document (Selection 5)

File folders are large MS-DOS files that have many documents. If you want to move an MS-DOS file to the EasyWriter II program, you have to use the Import selection. It copies one file at a time from a MS-DOS data diskette and places that file in an EasyWriter II file folder as a document. Programmers find this selection useful if they are using the EasyWriter II program to revise or create application programs. You can also move files generated by other programs (such as an accounting report generator or a data base management program) to combine with text you create using the EasyWriter II program.

To edit the Import a Document form, be sure the System Functions Menu is on the screen and follow steps 1 through 10.

1. Type 5 to select Import a Document.

   The following screen will appear:

```
Import a Document


Import from DOS File [                              ]

  to File Folder     [                              ]
     New Document    [                           ]  Number
```

2. Place the data diskette that has the MS-DOS file you want in Drive A. If you have a hard disk, you can skip this step.

3. In the Import from DOS File field, type A: and the complete MS-DOS filename with the file extension if you are copying from the diskette in Drive A (for example A:PROGRAM.SRC).

   In the Import from DOS file field, type E: and the complete MS-DOS filename with the file extension if you are copying from the hard disk (for example, E:PROGRAM.SRC).

   In the Import from DOS file field, type the complete MS-DOS filename with the file extension if you are copying from the diskette in Drive B (for example, B:PROGRAM.SRC)

4. Press the TAB key to move to the to File Folder field.

5. Type the file folder name that will receive the document. Leave this field as is if you want to use the default file folder name. If you have a hard disk, type E:, then the file folder name. If you are copying to the diskette in Drive A, type A:, then the file folder name.

6. Press the TAB key to move to the New Document field.

7. Type a name for the new document.

8. Press the RETURN key. Or, press the TAB key to return to the first field in the Import a Document form and enter different information.

   After you press the RETURN key, the document number assigned by the EasyWriter II program will appear on the display. This is the next available number in the file folder.

9. Follow the directions on the screen. When the import is complete, the following message will appear.

```
Import is Complete, Press RETURN.
```

9. Follow the directions on the screen. When the export is complete, the following message will appear.

```
Export is Complete, Press RETURN
```

10. Press the RETURN key. The cursor will return to the first field. If you want to export another document, you can fill the fields again. Or, press the ESCAPE key to leave the Export a Document display.

If the following prompt appears on the display,

```
Programs are not available. Press F1.
```

remove the MS-DOS data diskette from Drive A and replace it with the Housekeeping diskette. Press the PF1 key to continue.

NOTE

You must follow MS-DOS name rules when you type the MS-DOS file name.

The Export a Document selection doesn't warn you when a diskette becomes full. The EasyWriter II program will continue to attempt to export documents as long as you tell it to. If you discover that the document has not been exported because the destination diskette was already full, you will have to repeat the process using a destination diskette that has sufficient space for the document.

If you export to an existing MS-DOS file that already contains data, that data is overwritten by the data being exported.

Change Printer Selection (Selection 7)

The Change Printer Selection lets you do the following three things.

- Indicate the printer you're using.
- Indicate the port used by the printer.
- Indicate the speed at which computer/printer communication takes place.

You must change the printer selection before the changes you have made in configuring a printer as type A or B become effective. See Chapter 3, "Setting Up Your Printer."

Configure Printer Type A (Selection 8)

The Configure Printer Type A selection makes it possible for letter-quality printers to use many of the special print features of the EasyWriter II program.

For an explanation of printer type A configurations and sample configuration tables, see Appendix C.

To configure type A printers, follow steps 1 and 2.

1. Select 8 from the System Functions Menu.
2. Enter the values according to the instructions given in Appendix C.
3. Press the RETURN key to record the new settings (or the ESCAPE key to cancel your entries and leave the original settings).

Configure Printer Type B (Selection 9)

The Configure Printer Type B selection makes it possible for dot-matrix printers to use the printer features EasyWriter II offers.

For an explanation of printer type B configurations, see Appendix D.

To configure type B printers, follow steps 1 and 2.

1. Select 9 from the System Functions Menu.

2. Enter the values according to the instructions given in Appendix D.

3. Press the RETURN key to record the new values (or press the ESCAPE key to cancel your entries and leave the original settings.)

Chapter 7
Modes, Editing Keys, and Fonts

This chapter describes modes, editing keys, and fonts. Modes govern how much text is affected by the editing operations. Fonts are the special typefaces, such as boldface, shadow, and underline, used to emphasize text.

Modes

The mode governs how much text is affected by EasyWriter II editing functions. The editing modes are: Character, Word, Line, Sentence, Block, Paragraph, and Page.

Modes are selected by pressing the following keys. As you press these keys, the mode in effect is displayed on the left side of the Status Line. A mode stays in effect until you select another.

Mode	Status Line Display	Key
Character	CHAR	PF3
Word	WORD	PF4
Sentence	SENT	PF5
Paragraph	PARA	CTRL and 5
Line	LINE	PF6
Block	BLOK	CTRL and 6
Page	PAGE	PF7

To select certain modes, for instance, PF6 for Line mode, you must first press and hold down the SHIFT and PF1 keys. The manual will not always instruct you to press the SHIFT key. For other modes, such as Paragraph mode, press and hold down the CTRL key and a number key (5).

The EasyWriter II program is automatically in Character mode when you start to edit a document. Character is the default mode; like many other features in the EasyWriter II program, it can be changed using the Edit System Parameters selection. (Some people like to have Word mode as the default. They find it convenient to move from word to word using the Next or Previous function keys to insert or delete text.)

Caution

The mode that is in effect when you are editing is extremely important. It can mean the difference between inserting a character instead of a sentence, or between deleting a single line rather than an entire page. For this reason, the current mode is always displayed on the left side of the Status Line.

Cursor-Control Keys

Use the cursor-control keys to move the cursor anywhere on the screen, to scroll through a document line by line, or to move up and down the page section by section.

The cursor-control keys are located on the keyboard as shown in the following figure.

- **HOME**

  When you press the HOME key, EasyWriter II displays the message, HOME, on the Status Line. Press the HOME key twice to move the cursor to the upper left corner of the screen.

  Press the HOME key, then an ARROW key to move the cursor to the edge of the screen in the direction of that arrow key.

  When the cursor is at the edge of the screen, pressing the HOME key and then an ARROW key causes the next screen or "window" to appear.

- **UP ARROW**

  Press the UP ARROW key to move the cursor up one line. Use the HOME and UP ARROW keys to move to the top of the page.

- **DOWN ARROW**

  Press the DOWN ARROW key to move the cursor down one line. If the cursor is on the bottom line of the screen, it

moves the window down one line in the document. If you press the HOME key and then the DOWN ARROW key when the cursor is on the bottom line of the screen, the next section of text appears. Use the HOME and DOWN ARROW keys to move to the bottom of the page.

- **LEFT ARROW**

  Press the LEFT ARROW key to move the cursor one space to the left. If the cursor is at the left margin, pressing the LEFT ARROW key moves the cursor to the end (right margin) of the previous line. Press the HOME key and the LEFT ARROW key once to move the cursor to the left margin. Press the HOME key and the LEFT ARROW key again to move the cursor past the left margin, to the extreme left edge of the screen.

- **RIGHT ARROW**

  Press the RIGHT ARROW key to move the cursor one space to the right. If the cursor is at the right margin, pressing the right arrow key moves the cursor to the beginning (left margin) of the next line. If the cursor is in the far right column of the screen but not at the right margin, press the RIGHT ARROW key to move the next 59 columns onto the screen. The widest possible field is 256 columns, although only 80 columns can appear on the screen. The number of columns shown on the screen is adequate for letters and most reports. However, 256 columns are available. Each additional screen adds 59 columns.

Tab

Set tabs in EasyWriter II just like tabs on a typewriter. Set the tabs with the ruler function. Press the TAB key to move the cursor to the tab stop on a line.

Insert

With EasyWriter II you can insert any amount of text — characters, words, lines, whole pages.

To insert text, position the cursor where you want to start inserting characters, choose the appropriate mode, and press the INSERT key. The size of the space created by the Insert function depends on the mode in effect. The Insert function has the following effects in the following modes.

- *Character* creates space for one character to be added. (Press the INSERT key again to create more space as desired.)

- *Word* and *Sentence* moves text that is above and to the right of the cursor down one line so that several words can be inserted.

- *Line* inserts a blank line above the line on which the cursor is positioned.

- *Paragraph* moves text down two lines and places an end-of-paragraph marker before the insertion.

- *Page* inserts a page at the cursor position. Anything below that point on the old page is moved to the new page.

Insert in Character Mode

To insert one character or space, enter Character mode and position the cursor directly under the places where you want to make the insertion. Press the INSERT key. Notice that all the characters to the right of the cursor move right one position, allowing you to insert one character. Type the character you want to insert. (Or don't type anything if you want to insert a blank space.)

Insert in Word or Sentence Mode

If you want to insert one or several words, or sentences, change to Word mode, or change to Sentence mode. Move the cursor immediately under the space where you want to make the insertion. Press the INSERT key. The EasyWriter II program moves that character and the text on the line down one line to make room for the insertion.

If you type more than one line, the EasyWriter II program moves the remaining text down another line. When you finish inserting the words or sentences, use the cursor-control keys to move to the beginning of the paragraph. Then press the PF8 key to adjust the paragraph.

Insert in Line Mode

If you are in Line mode, and you press the INSERT key, the text moves down one line. The text below your insertion continues to move down as you type, until you complete the insertion.

To insert a blank line at the top of the page, move the cursor to the top and press the INSERT key. Do not press the RETURN key. To insert a blank line at the bottom of the page, press the RETURN key. Do not press the INSERT key. Pressing the RETURN key will automatically insert an end-of-paragraph marker. When you finish inserting text, use the cursor-control keys to move to the beginning of the paragraph. Then press the PF8 key to adjust the paragraph.

Insert in Paragraph Mode

In Paragraph mode, the line is split at the character where you place the cursor. That character and the text on the line to the right of the cursor move down two lines to make room for the insertion. An end-of-paragraph marker is inserted on the line with the text to the left of the cursor. The text below the insertion continues to move down as you type, until you complete the insertion. When you finish inserting the text, use the cursor-control keys to move to the beginning of the paragraph. Use the PF8 key to adjust the text.

Insert in Page Mode

If you are in Page mode and press the INSERT key, the text starting on the line below the cursor and to the end of the current page moves to a new page. If you press the INSERT key at the end of a page, a blank page is inserted.

The following prompt appears on the screen if you press the INSERT key while in Page mode.

```
RETURN to Insert Page, ESCAPE to leave alone:
```

If you do not want to insert a page, press the ESCAPE key. If you do want to insert a page, press the RETURN key.

Delete

You can use the DELETE key in any EasyWriter II editing mode: Character, Word, Sentence, Line, Paragraph, Block, or Page. The number of characters you delete depends on the mode in which you are currently operating.

Place the cursor under the first character that you want to delete, choose the appropriate mode, and press the DELETE key. The DELETE key has the following effects in the following modes.

- *Character* deletes one character.
- *Word* deletes the word and the space after it.
- *Sentence* deletes characters from the cursor to the next colon, exclamation point, period, or question mark.
- *Line* deletes the entire line on the screen no matter where the cursor is on the line.
- *Paragraph* deletes text from the cursor to the end of the paragraph, including the end-of-paragraph marker.
- *Page* deletes the entire page no matter where the cursor is on the page.

Pressing and holding down the DELETE key causes it to repeat. In other words, it continues to delete text as long as you hold down the DELETE key.

Delete in Character or Word Mode

In Character mode, pressing the DELETE key deletes whatever character is above the cursor position. In Word mode, the DELETE key deletes the character above the cursor and all the characters to the right of the cursor preceding and including the blank space.

Delete in Sentence Mode

In Sentence mode, the DELETE key deletes all text from the cursor position up to and including the next question mark, period, exclamation point, or colon.

Delete in Line Mode

In Line mode, the cursor can be anywhere on the line. When you press the DELETE key, the entire line is deleted. The rest of the lines in the document move up a line.

Delete in Paragraph Mode

In Paragraph mode, the DELETE key deletes the part of the paragraph that follows the position of the cursor, including the character above the cursor. If you press the DELETE key while in Paragraph mode, the following prompt will appear above the Status Line.

```
RETURN to Delete Text, ESCAPE to save:
```

If you want to delete the text, press the RETURN key. If you do not want to delete that much text, press the ESCAPE key. The EasyWriter II program has been designed to keep you from accidentally deleting large amounts of text.

Delete in Block Mode

To delete a body of text that doesn't fit categories such as line, paragraph, or sentence, use Block mode.

1. Place the cursor on the first character you want to delete and choose Block mode.

2. Press the DELETE key. The following prompt will appear:

```
Move to Block End and press BLOCK.
```

3. Move the cursor to the end of the block (one character after the last character to be deleted).

4. Select Block mode again. Another prompt appears:

```
RETURN to Delete Block, ESCAPE to Save:
```

5. Press the RETURN key to delete the text or the ESCAPE key to cancel the operation.

Delete in Page Mode

Place the cursor anywhere on the page you want to delete, choose Page mode, and press the DELETE key.

The following prompt appears on the screen.

```
RETURN to Delete Page, ESCAPE to Save:
```

If you want to delete the text, press the RETURN key. If you do not want to delete that much text, press the ESCAPE key. The EasyWriter II program has been designed to keep you from accidentally deleting large amounts of text.

Fonts

A font is a particular typeface. The default typeface EasyWriter II automatically presents is called Normal. The EasyWriter II program fonts are:

Font	Key	Text Display	Status Display
Underline	-	Underlined	-
Shadow	S	Bright	S
Double underline	=	Underlined	=
Bold	B	Bright	B
Subscript	D	Backlighted	v
Superscript	U	Backlighted	^
Special	*	Backlighted	*
Normal	N	none	(blank spaces)
Overstrike	O	Backlighted	

The font code appears on the right side of the Status Line, and, in most cases, the fonts are indicated by a special display in the text itself. The status display only appears on the Status Line when the cursor is positioned under a character that has been included in the defined block. Don't be surprised if you follow the above procedure for a particular font and don't see any indication that what you've done has taken effect. Move the cursor back under the word you've underlined and then look up at the Status Line.

Many of these fonts can be used with others. For instance, a word can be both underlined and in boldface.

The font you want printed appears on the screen in one of three ways: bright, underlined, or in reverse video. To check the instructions that have been entered for a font, look at the Status Line, immediately below the % full indicator. For example, if the Status Line shows:

=S

the character will be printed in double-underline and shadow fonts.

When superscript and subscript fonts are used, as in footnotes or math formulas, the distance the printer rolls the paper up or down before printing a superscript or subscript depends on the setting of the super/subscript roll parameter. The super/subscript roll specifies the distance that subscripts will be placed below or above the standard printed line in 48ths of an inch. The normal default setting for this parameter is 3. This parameter can be changed by using the Edit System Parameters selection from the System Functions Menu.

In legal typing, changes in text are shown by overstriking the characters. Often, overstriking is done with a slash or an x. If you want to change the overstrike character, type another character in the box labeled Overstrike Character on the Edit System Parameters form.

Adding a Font

To add a font, follow steps 1 through 3.

1. Choose the mode you want. The font you designate affects the current character, or the remainder of the word, sentence, line, paragraph, or page, depending on the current mode.

   In Block mode the defined block is affected. Place the cursor at the beginning of the block. Choose Block mode; then choose the font. The message prompts you to move to the end of the block and press block.

2. Place the cursor on the first character that you want to be affected by the font change.

3. To specify the appropriate font, hold down the CTRL and SHIFT keys and simultaneously press one of the following keys:

   - Underline
   = Double Underline
   S Shadow
   B Bold
   U Superscript
   D Subscript
   * Special
   N Normal
   O Overstrike

You can use the underline or double-underline fonts together with the bold fonts. For example, to underline a title and put it in boldface, choose either Word mode or Line mode and simultaneously press the CTRL, SHIFT, and B keys. Then move to the beginning of the title and simultaneously press the CTRL, SHIFT, and hyphen/underline keys.

Canceling a Font

To cancel a font, follow steps 1 through 3.

1. Choose the mode you want.

2. Place the cursor on the first character whose font you want to cancel.

3. Simultaneously press the CTRL, SHIFT, and N keys to specify the normal font.

Chapter 8
Function Keys

This chapter introduces the function keys on your computer.

The following table lists each function alphabetically and the function key or key sequence that performs it.

Function	*Key(s)*	*Page*
Acknowledge	PF1	8 - 2
Adjust	PF8 (SHIFT/PF3)	8 - 29
Block	CTRL/6	8 - 25
Cancel	CTRL/2	8 - 11
Center	CTRL/PF2	8 - 12
Character	PF3	8 - 12
Clear	CTRL/PF6 (CTRL/SHIFT/PF1)	8 - 26
Copy	CTRL/PF4	8 - 23
Cut	CTRL/PF3	8 - 18
Edit Headers/Footers	CTRL/3	8 - 12
Go To	CTRL/0	8 - 41
Help	PF2	8 - 9
Line	PF6 (SHIFT/PF1)	8 - 25
Merge	CTRL/PF8 (CTRL/SHIFT/PF3)	8 - 31
Next	PF10 (SHIFT/PF5)	8 - 40
Page	PF7 (SHIFT/PF2)	8 - 26
Page Parameters	CTRL/4	8 - 20
Paragraph	CTRL/5	8 - 25
Paste	CTRL/PF5	8 - 25
Previous	PF9 (SHIFT/PF4)	8 - 34
Print	CTRL/7	8 - 26
Ruler	CTRL/1	8 - 2
Search and Replace	CTRL/9	8 - 34
Sentence	PF5	8 - 25
Stop Print	CTRL/8	8 - 30
Tag	CTRL/PF7 (CTRL/SHIFT/PF2)	8 - 27
Word	PF4	8 - 20

To the left of the keyboard are the function keys marked PF1 through PF10. To select the top numbers on these keys, you must first press and hold down the SHIFT key. For instance, to access the PF6 function, press and hold down the SHIFT and PF1 keys. The manual will not always instruct you to press the SHIFT key whenever you access functions PF6 through PF10.

NOTE

Messages on the screen will refer to these keys (PF1 —PF10) as F1 through F10.

For some functions, you press and hold down the control (CTRL) key (located above the SHIFT key) and a number key. For example, to access the Print function, press and hold down the CTRL and 7 keys.

The label you received in your EasyWriter II package also lists the function keys and their use.

The function keys are described in numeric order for easy reference.

PF1 (ACKNOWLEDGE)

The Acknowledge function tells the EasyWriter II program that you understand an error message on the screen and are ready to continue. Use this function when the EasyWriter II program specifically prompts you to. The prompt appears at the top of the screen and looks similar to this:

```
Programs are not available. Press F1.
```

Appendix A lists the error messages along with the possible remedy.

CTRL/1 (RULERS)

Use rulers to set margins, tabs, character pitch, and line spacing. Margin and tab settings appear on the Status Line at the top of the screen. You can change rulers within a document.

You do not have to name rulers. However, you cannot call up an unnamed ruler. Only one ruler at a time can remain unnamed. In the example below, the ruler has no name and so the first field of the screen is blank.

To set a new ruler, move the cursor to the line where you want the ruler to come into effect, and then simultaneously press the **CTRL** and **1** keys. If there is no previous ruler in the document, the following form will appear.

```
Ruler [        ] from Document [1  ]
.........1.........2.........3.........4.........5.........6.........7.........
                              Margins (L,R/J/N)
L.........:.........:.........:.........:.........:.........:.....R...:.........
                                  Tabs (T)
....T....:.........:.........:.........:.........:.........:.........:.........
                              Decimal Tabs (D)
.........:.........:.........:.........:.........:.........:.........:.........
                                Center (C)
.........:.........:.........:..C......:.........:.........:.........:.........
Character pitch: [10] characters/inch.  Line spacing: [6 ] lines/inch.
```

Follow steps 1 through 15 to fill in the fields on the Ruler form.

1. The Ruler field is for the ruler name. This field remains blank until you set a named ruler in a document. You can define an unnamed ruler or fill in a name. If you want to leave the ruler field as it appears, press the **TAB** key. Otherwise, type the ruler named (erase extra characters with the spacebar), and then press the **TAB** key. For an unnamed ruler, space over any existing characters in the field.

2. The second field is for the source document number. If you are copying the ruler from another document, enter that document. Otherwise, leave the current document number on the screen and press the **TAB** key to advance to the next field. You can also press the **RETURN** key to accept the ruler as it appears.

3. The cursor is now on the Margins (L,R/J/N) line. To change the left margin, press the cursor-control keys to position the cursor at the desired space. Type the letter **l**. Note that the **L**, which was originally on the line, moves to the new position. Move the cursor to the desired right margin position and type either r, j, or n.

Typing an r at the right margin position gives you a "ragged" right margin. The ragged right look is standard for correspondence. This ragged edge can be adjusted using the Edit System Parameters selection (accessed from the System Functions Menu) by changing the designated Hot Zone field. (See the Hot Zone discussion later in this chapter.)

Typing a j at the right margin position produces justified text (consistent right and left margins).

Typing an n at the right margin position produces text which ignores the Adjust function. When you want the text to remain exactly as entered, use the N margin. Indices, tables, table of contents, outlines, and computer programs are examples of text you want to appear exactly as typed, line for line.

If you want to place the right margin farther to the right than the screen seems to allow, keep moving the cursor to the right; the screen scrolls to allow you to set your right margin up to 255 columns wide. (See Chapter 7 for more details on cursor movement.)

4. Press the **TAB** key to move to the Tabs (T) line.

5. Move the cursor to each position you want to set as a tab, and type **t**.

6. To delete one tab setting, move the cursor to the position of the tab and press the space bar. To delete all the tabs on the line, use the Clear function (**CTRL** and **PF6** keys).

   While you're editing, press the TAB key to advance the cursor to each tab stop.

7. Press the **TAB** key to move to the Decimal Tabs (D) line.

   The decimal tab aligns numbers around a decimal point. The dollar sign ($), numbers, and the decimal tab character shift to the left when typed at a decimal tab position. (See also Decimal Tab Character, Chapter 6, System Functions Menu.)

8. Set decimal tabs by typing **d** where you want the decimal to appear in an aligned column of numbers.

9. Press the **TAB** key to move to the Center (C) line.

   The EasyWriter II program sets the center midway between the left and right margins. You can change this setting. The Center function (**CTRL/PF2**) centers the text using the "C" setting as a point of reference.

10. Reset the center point by typing a **c** where you want the center. Otherwise, leave the center mark as it appears.

11. Press the **TAB** key to move to the Character pitch field.

    Specify the number of characters per inch for the printer in the character pitch field. If you have a letter-quality printer, enter 10 for pica, or 12 for elite. These are the standard typewriter pitches available for letter-quality printers.

    If you have a dot-matrix printer, your choices usually are:

    5 pitch
    6 pitch
    8 pitch
    9 pitch
    10 pitch
    12 pitch
    13 pitch

    See your printer manual or ask your dealer what pitches are available on your printer.

12. Type the number corresponding to your pitch or leave the field as it appears.

13. Press the **TAB** key to move to the Line spacing field. You can leave the field as it appears, or you can specify the line spacing (the number of type lines per vertical inch) by typing one of the following numbers in the field.

    - 6 for single-spacing
    - 4 for a space and a half
    - 3 for double-spacing
    - 2 for triple-spacing

14. Check the screen. If you find an error or want to change a field, press the **TAB** key to loop back to that field. Type the change.

15. Press the **RETURN** key to store the new ruler settings (or the **ESCAPE** key to leave the original ruler unchanged).

Here are some ruler guidelines:

Default Ruler

A ruler appears automatically every time you begin editing. This is the default ruler. If you find yourself often changing the default ruler when you begin editing, you can save time by changing it. To change the default ruler, enter the System Functions Menu and select activity 2.

Accepting Ruler Settings

You can accept new ruler settings by pressing the **RETURN** key while the ruler form is on the screen.

If you are calling up a ruler from another document, a new field will appear on the form, preceded by the words "will be called." You can accept the default name in the field or you can type in a new name for this ruler. In any case, it will become a new ruler for the document even if you accept all the former ruler settings.

You can leave existing ruler settings unchanged by pressing the **ESCAPE** key while the ruler form is on the screen.

Deleting Rulers

You can delete a ruler from an area of a document by moving the cursor to the line where the ruler was set (an R appears at the far right of the line). Select the Ruler function and when the ruler form appears on the screen, press the **DEL** key. Then press **RETURN** to delete the ruler.

Deleting a named ruler doesn't delete it everywhere.

To delete a named ruler everywhere in a document, remove all references to the named ruler. For example, if you created a ruler and then later decided you no longer wanted that particular ruler used in the document, to eliminate it you would have to delete that ruler in every place you called it into use. To delete the ruler, move the cursor to a line where the R appears (at the far right on the screen). Select the Ruler function and when the ruler form appears, press the DELETE key. Then press the RETURN key to confirm the deletion (or the ESCAPE key if you changed your mind and want to leave the ruler in the document).

Locating Rulers

An "R" in the far right margin, beyond the end-of-paragraph markers, shows the location of rulers. You can print the names of the rulers with the Print Document List activity, accessed from the Main Menu (see Chapter 5).

A "B" in the far right margin indicates both a tag and a ruler.

Changing Rulers

To change a named ruler, move the cursor to the line where it is set and simultaneously press the **CTRL** and **1** keys. After the ruler form appears, press the **TAB** key to move to the appropriate field, and type the change. If the ruler is used elsewhere in the document, it will also be changed when you adjust or paginate the document.

Naming Rulers

You do not have to name rulers. However, only one ruler at a time can remain unnamed.

Copying Rulers

To copy a named ruler, do the following:

1. Move the cursor to the first line where the copied ruler is to be used.

2. Press the CTRL and 1 keys simultaneously.

3. After the Ruler form appears, type the source ruler name in the Ruler field.

4. Press the TAB key and type the source document number if you are copying a ruler from another document in the Document field. Press the TAB key again.

You may find it convenient to devote one document on your diskette to eight rulers, with each ruler containing a different name or number. That way you can pull all your commonly used rulers from the same easily remembered document number and you won't have to wonder in which document you created a certain ruler. To print the names of all the rulers in a document, select 7, Print Document List, from the Main Menu.

Rulers in Tagged Clauses

If a tagged clause has a ruler, the ruler is merged with the clause, and the ruler becomes an unnamed ruler in the merged document. Subsequent text in the document is governed by it's own ruler; be aware of this when adjusting text in that document.

Justification

Typing a j at the right margin position produces justified text (consistent right and left margins).

Adjusting

Once a ruler has been set or changed, use the Adjust function (see the discussion later in this chapter), or the Paginate Document selection, accessed from the Main Menu, to adjust the document.

Typing an n at the right margin position produces text which ignores the Adjust function. When you want the text to remain exactly as entered, use the N margin. Indices, tables, tables of contents, outlines, and computer programs are examples of text which should appear exactly as typed, line for line.

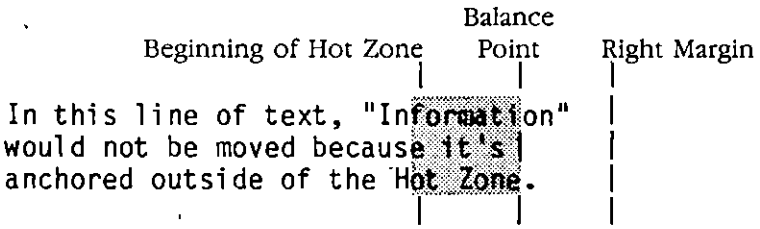
Hot Zone—Or How Ragged Is Your Right Margin?

The Hot Zone is an area to the left of the right margin. The Balance Point is a position within the Hot Zone. This Hot Zone area and Balance Point position control when the EasyWriter II program word wraps a line.

A word that starts before the Hot Zone is not moved to the next line unless it goes past the right margin setting. A word that is entirely within the Hot Zone, but passes the Balance Point, is moved to the next line.

Balance Point

The following example illustrates the difference:



The word "it's" wouldn't be moved either because, although it is in the Hot Zone, it doesn't go past the Balance Point. The last word of the sentence, "Zone," would be moved to the next line because it does go past the Balance Point.

The system default is 0 Hot Zone and 0 Balance Point. If you want to change the Hot Zone and Balance point, select the Edit System Parameters task on the System Functions Menu. The larger the difference between the Hot Zone number and Balance number Point, the greater the raggedness of the right margin.

PF2 (HELP)

Use the Help function for on-screen explanations of the editing commands and modes, the selections on the Main Menu, and the selections on the System Functions Menu.

Press the **PF2** key; the Help Menu appears on the screen. Then make the appropriate selection from Help Menu.

A brief explanation of the selection specified appears on the screen below the Help Menu. If more than one screen is needed for the explanation, the following message appears at the bottom of the screen.

```
Press space bar for more information
```

For an explanation of another feature, make the appropriate selection. To leave the Help function, press the **ESCAPE** key.

Main Menu Help Screen

If you press the **PF2** key while the Main Menu is on the screen, you are prompted to choose one of the nine available selections from the Main Menu. Press the number of the selection about which you have a question. If you have questions about more than one, you can continue to select other numbers. Press the **ESCAPE** key to return to the Main Menu.

```
HELP                                                          nn% full
For help, select an editing command or one of the choices listed below:
                    (press ESCAPE for the Main Menu)
Main Menu Functions
 1. Edit                  4. Print                 7. Print Document List
 2. Open File Folder      5. Paginate Document     8. System Functions
 3. Delete Document       6. Set Date              9. Extended Functions
```

System Functions Help Display

If you press the **PF2** key while the System Functions Menu is on the screen, eight different selections appear. When you select the number you're interested in, a brief explanation appears on the screen.

```
HELP
For help, select an editing command or one of the choices listed below:
                (press ESCAPE for the System Functions Menu)
System Functions:
 1. Copy Documents                    5. Import/Export a Document
 2. Edit Default Ruler                6. Change Printer Selection
 3. Edit System Parameters            7. Configure Printer Type A
 4. Check Integrity of Data           8. Configure Printer Type B

Press "9" for information on creating a Data Disk, creating a File Folder and
copying diskettes.
```

Editing Help Screen

You can also get help while you're editing a document. You can select six different features used in editing. You can press the keys for a specific function and a brief description of that function will appear. If you have more than one question, select another feature. If you do not have more questions, press the **ESCAPE** key to return to editing.

```
HELP                                                          nn% full
For help, select an editing command or one of the choices listed below:
                          (press ESCAPE to edit)
Editor:
  1. Status Lines            3. Page Formatting        5. Fonts
  2. Cursor & Editing Keys   4. Double Spacing         6. Spelling
```

CTRL/2 (CANCEL)

A convenient feature of the EasyWriter II program is the allowance it makes for errors. If you find during the course of your editing that you have inadvertently erased some text or just botched the editing job, you can cancel the changes by using the Cancel function.

To use the Cancel function press the **CTRL** and **2** keys simultaneously. The following message appears:

```
RETURN to Cancel Changes, ESCAPE to Leave Alone:
```

If you press the **RETURN** key, all the changes you have made on that page since entering it are canceled. Remember, this includes any words that you added, as well as those deleted, so be sure to check the page carefully before using the Cancel function. You can change your mind about using the Cancel function by pressing the **ESCAPE** key instead of pressing the RETURN key.

NOTE

Do not use the Cancel function on a page that has never been saved. Since Cancel returns a page to the way it was when last entered, the function completely erases an unsaved page.

If you want to cancel changes to a page, you must use the Cancel function *before* you go to another page.

You can save some of the changes you have made on a page (while canceling other changes) by using the Cut (or Copy), Cancel, Paste, and Delete functions. To do this, use Block mode to define the boundaries of the text that you want to save. Cut out the block of text with the Cut function (or, copy it with the Copy function). You now have temporarily stored the portion of edited text you want to save in a buffer. Cancel the changes remaining on your page. Paste your saved block of text where it was originally (if cut), or below the now unedited version (if you had copied it), so you can compare the two. Then delete unwanted text.

CTRL/PF2 (CENTER)

Simultaneously press the **CTRL** and PF2 keys to use the Center function. This function centers text around the C marker on the status line. You can change the C marker by editing the ruler.

All text on the line is centered when you use this function. Blank spaces in the text aren't deleted by the command.

PF3 (CHARACTER)

Press the **PF3** key to change the current mode to Character. See Chapter 7 for an explanation of Character mode.

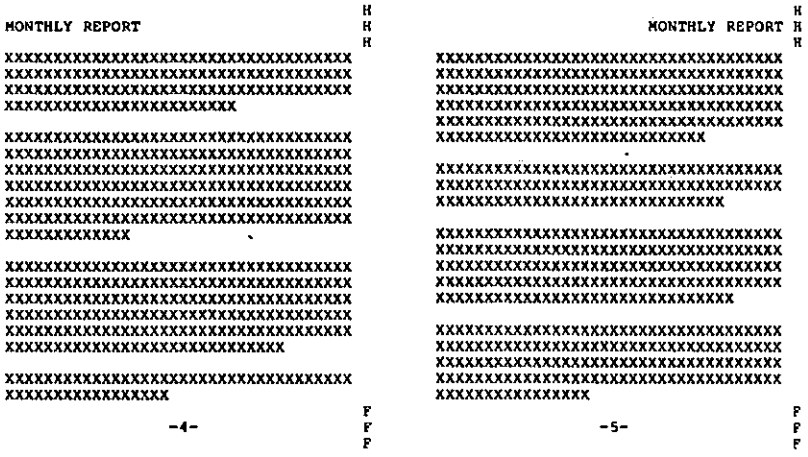
CTRL/3 (EDIT HEADERS AND FOOTERS)

Headers are lines of text that appear at the top of every page. Footers are lines of text that appear at the bottom of every page.

You can use headers and footers in any combination; you can place page numbers at the top or bottom of the page.

Page numbers can be automatically added to the top or bottom of your page by using this function. The EasyWriter II program keeps track of what page you are on and will insert the correct page number on your page if you use this function.

Take a look at the following example of headers and footers on two pages.



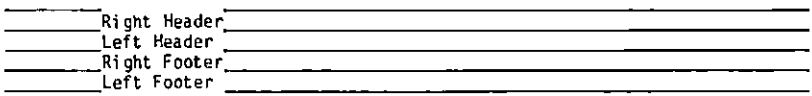
The page header is Monthly Report and two blank lines. Note the H that appears at the extreme right of the header lines.

The footer is two blank lines and the page number. Note the F that appears at the extreme right of the footer lines.

Usually you want to define headers and/or footers by accessing the Edit Headers/Footers function while page 1 of the document is on the screen. If you want to change a header or footer later in the document, you can change it on a later page.

Follow steps 1 through 13 to create headers and footers.

1. Press the **CTRL** and **3** keys simultaneously. The Headers/Footers form will appear:



2. Press the RETURN key to open a line for your first header line.

3. Type the header just as you would any other text. The header can be more than one line. Press the **RETURN** key to open up another line. You can use modes and the Insert, Delete, Copy, Cut, and Paste functions when you type headers and footers.

4. Press the DOWN ARROW key. You are now on the Left Header line. With the EasyWriter II program, you can have a different header for right and left-hand pages. If you want the same header for both pages, don't enter anything on the Left Header line.

   If you want one header to appear on right-hand pages and a different header to appear on left-hand pages, type your left-hand header in the left-hand header field. This produces different headers for right- and left-hand pages.

If you want a header to appear on right-hand pages (such as odd-numbered pages only), but no header at all on left-hand pages, press the **RETURN** key. Now a blank line appears at the Left Header line. This instructs the EasyWriter II program that you don't want the right header printed in the left header's line.

Make sure that both pages have the same number of lines (text or blank) by having as many lines in the left header as in the right header.

5. Press the DOWN ARROW key to move to the Right Footer line.

6. Press the **RETURN** key to open a line for the right footer.

7. Type the footer you want. Add additional lines if desired.

8. Press the DOWN ARROW key to move to the Left Footer line. Again, don't enter anything on the Left Footer line if you want both footers to be the same.

   If you want a different footer on left-hand pages, press the **RETURN** key to open a line and type your footer.

   If you want a footer to appear on right-hand pages, but no footer at all on left-hand pages, press the **RETURN** key to insert a blank line. Make sure that both pages contain the same number of text (or blank) lines by having as many lines in the left footer as in the right footer.

9. Review your headers and footers. Decide where to put page numbers, if you want them.

10. Move the cursor with the UP ARROW and the DOWN ARROW keys to the appropriate line.

11. Type # where you want the page number to appear. You can type additional text around the # symbol, such as page or

CTRL/PF3 (CUT)

Use the Cut function to remove a passage and store it to be placed somewhere else in the document. You can reproduce this passage in as many locations as you want with the Paste function. The text stays in a temporary buffer until you cut or copy another passage, or until you leave the EasyWriter II program.

NOTE

The difference between the Cut and Copy functions is that Cut removes the original passage from the document while Copy makes a duplicate.

Cut Text (Except in Block or Page Modes)

To cut text in all modes except Block or Page, follow steps 1 through 3.

1. Move the cursor to the first character that you want to cut.
2. Choose the appropriate mode.
3. Press the **CTRL** and **PF3** keys simultaneously.

The Cut function removes the amount of text defined by the mode. You can then paste the text anywhere you want.

Cut in Block Mode

Text that doesn't fall into one of the other modes can be defined in Block mode. In Block mode, you can define the text you want to cut in a four-step procedure as follows.

1. Move the cursor to the first character you want to cut and choose Block mode (**CTRL** and **6** keys).
2. Select the Cut function (**CTRL** and **PF3** keys).

The following prompt appears at the top of the screen.

```
Move to Block End and press BLOCK:
```

3. Move the cursor to the last character in the block.

4. Simultaneously press the **CTRL** and **6** keys (Block mode) to define the end of the block.

Now use the Paste function to insert the cut text.

Cut in Page Mode

A page cut is *not* used to move a page of text between documents. It *is* used to adjust the boundary between two pages. To move a complete page of text, use Cut in Block mode.

A page boundary can be changed to add up to nine lines from the top of one page to the bottom of the previous page, or to add up to the last nine lines from the bottom of one page to the top of the next page. If you want to combine more than nine lines of text from two pages, you must use one of the following methods.

- Cut in Block mode
- Tag and Merge functions
- Repeat Cut procedure in Page mode several times

To change the page boundary, follow steps 1 through 5.

1. Select Page mode (**PF7** key).

2. Select the Cut function (**CTRL** and **PF3** keys).

The last nine lines of the first page, a solid bar, and the first nine lines of the second page appear on the screen.

3. Press the UP ARROW or DOWN ARROW keys to move the bar to the new page boundary.

4. Press the **RETURN** key to set the new page boundary.

The top of the second page will appear on the screen.

NOTE

You can press the **ESCAPE** key to leave the boundary unchanged.

Here is an example of text that has a page boundary:

```
The lines of text on the pages you are
editing appear this way when you select
the Page Mode and the Cut function. The
EasyWriter II program displays the last
ten lines of the page you are editing,
as well as the first ten lines of the
next page.

Between the lines on the current|page
and the lines|on the next page is a
solid bar, representing the page break.

-------------------------------------

To change the page break (to move the
solid bar), press the UP or DOWN ARROW
key. After you position the page break,
press the RETURN key.
```

Use Page Cut when the FULL indicator on the status line is accompanied by a down arrow. If your page is a few lines too long, use the Cut function in Page mode, and press the UP ARROW key until the FULL indicator disappears. Then press the **RETURN** key.

PF4 (WORD)

Press the **PF4** key to change the current mode to Word. See Chapter 7 for an explanation of Word mode.

CTRL/4 (PAGE PARAMETERS)

Use the Page Parameters function to control the specific page format. The Page Parameters function overrules the default page settings. Page parameters can be changed for any page. This function allows you to do the following:

- Make a page break hard (the top of the page will remain the same during pagination)

- Change the printed page number
- Determine whether the page will be a left or right-hand page
- Determine the number of lines per page
- Determine the distance (offset) from the top of the page to where printed text starts

To set up the page parameters (boundaries) of a page, select the Page Parameters function (the **CTRL** and **4** keys) while the page you want to reformat is on the screen. These page parameters continue to affect the document, until replaced.

When you select the Page Parameters function, the following form appears on the screen.

```
Edit Page Parameters:                Current:
  Hard Page Break?              [N]     N
  Printed Page Number:          [   ]   1
  Left(L) or Right(R) Page?     [ ]     R
  Lines per Page:               [   ]   54
  Offset at Top:                [   ]   0
```

Notice that the default values (or the current Page Parameters) appear to the right of the fields. Use the **TAB** key to move between the fields. Press the **RETURN** key when the form has been completed. Or, you can press the **ESCAPE** key to leave the original parameters unchanged.

Here is an explanation of the five fields on the form:

1. Hard Page Break?

   If a page has a Hard Page Break, the top of that page remains the same, even when you repaginate. Type **y** in the "Hard Page Break?" field if you want a hard page break for this page; leave the default, n, if you do not.

2. Printed Page Number

   The number that the Header/Footer function will use for the page is listed under the Current column. If you want to change this numbering, type the desired page number. All subsequent pages are sequentially numbered. (Previous page numbering does not change.)

3. Left (L) or Right (R) Page?

   The first page in a document is assumed to be a right-hand page, and all subsequent pages alternate between left and right. Specifying a page as left or right changes the pattern for all subsequent pages.

   Type an L if you want this page to be left-handed. Type an R if you want this page to be right-handed.

4. Lines per Page

   Lines per Page determines the number of lines you want on each page. This number does two things:

   - Causes the EasyWriter II program to display **FULL** on the Status Line if you exceed the lines per page setting.
   - Controls the number of lines put on a page by the Paginate Document selection.

   When you reach the number of lines of text allowed on the page during typing, the message, "FULL," is displayed at the far right of the Status Line, and a beep sounds. This message remains no matter where the cursor is on the page as long as there are more than the allowable lines of text on the page.

   You can continue typing and paginate after you finish, or you can move to the next page using the **PF7** and **PF10** keys. You'll notice that a downward-pointing arrow appears to the immediate right of the FULL message whenever your cursor is in the area below the bottom line as determined in your page parameters.

   You can have many more lines before you fill the computer storage area and a "Page Full" error message is displayed. When that happens, either move on to the next page, or go up some lines and divide the text by inserting a page.

Caution

The number of lines of text that you can enter before reaching the page-full condition is hard to predict. Do not operate the EasyWriter program under the page-full condition. If you receive the error message, "Page Full. Press F1.", or if you find that your cursor movement is restricted, delete lines until the condition is corrected.

5. Offset at Top

   Specifying an offset at the top of a page tells the printer to space down a certain number of lines before printing the text on that page. If you specify an offset of 6, and the number of lines per page is 54, you create pages with one-inch top and bottom margins.

CTRL/PF4 (COPY)

Copying a passage allows you to duplicate it elsewhere (without removing the passage from its present location). Copying is useful when you repeat a stock phrase or paragraph in several places. It also allows you to experiment with text, pasting a passage in several places and then judging where it fits best. You can then delete the unwanted text.

NOTE

With the Copy function, text remains in its original place in the document. This differs from the Cut function, which deletes the cut text from the document and stores it in a temporary buffer.

You can use the Copy function in any editing mode except Page. (Block mode can copy a standard size page easily.) The number of characters copied depends strictly on the mode you select.

After you use Copy, the text can be pasted in a different place by using the Paste function. You can move text between pages, documents, file folders, or data diskettes. The copied text stays in a buffer until you use another Cut or Copy function or leave the EasyWriter II program.

Copy Text (Except in Block Mode)

To copy text in all modes except Block, follow steps 1 through 3.

1. Place the cursor under the first character that you want to copy.

2. Choose the appropriate mode.

3. Select the Copy function (**CTRL** and **PF4** keys).

The amount of text copied depends on the mode you select. It is stored in a temporary buffer, ready to be pasted elsewhere.

Copy in Block Mode

In Block mode, you determine the amount of text to be copied by following steps 1 through 5.

1. Move the cursor to the first character you want to copy.

2. Choose Block mode (**CTRL** and **6** keys).

3. Select the Copy function (**CTRL** and **PF4** keys).

   The following prompt will appear at the top of the screen.

   ```
   Move to Block End and Press BLOCK:
   ```

4. Move the cursor to the last character in the block.

5. Select Block mode (**CTRL** and **6** keys) to define the end of the block.

   The text is stored in a temporary buffer, ready to be pasted elsewhere in the document.

Copy Area Full

When copying large amounts of text, the error message "Cut/Copy Area Full" may appear on the Status Line at the top of the screen. Press the **PF1** key to clear the error message. The cursor will move to the last character that it was able to copy. Paste the copied material and then make your next copy from that position.

PF5 (SENTENCE)

Press the **PF5** key to change the current mode to Sentence. See Chapter 7 for an explanation of Sentence mode.

CTRL/5 (PARAGRAPH)

Press the **CTRL** and **5** keys to change the current mode to Paragraph. See Chapter 7 for an explanation of Paragraph mode.

CTRL/PF5 (PASTE)

To paste text after you have cut or copied it, move the cursor to the space where you want to insert the text. Press the **CTRL** and **PF5** keys simultaneously, and your material will appear on the screen. When the material is pasted in, it is governed by the ruler at the new location.

You can paste a particular passage repeatedly, and you can move between documents, cutting or copying a passage from one document, and pasting it in the other.

PF6 (LINE)

Press the **PF6** key to change the current mode to Line. See Chapter 7 for an explanation of Line mode.

CTRL/6 (BLOCK)

A block is an area of text you define by moving your cursor to its boundaries. Block mode is generally used with the Cut, Copy, and Delete functions. See Chapter 7 for an explanation of Block mode (and using Block mode with the Delete function).

Also, see this chapter for instructions about using the Cut and Copy functions in Block mode.

CTRL/PF6 (CLEAR)

Use the Clear function to erase all text from the cursor position to the end of the line, including the end-of-paragraph marker.

To use the Clear function, simultaneously press the **CTRL** and **PF6** keys, while the cursor is at the beginning of the text you want to erase.

To erase only the end-of-paragraph marker, move the cursor past the last position of text you want to save and then simultaneously press the **CTRL** and **PF6** keys.

You also use Clear to erase all the T indicators on the Tabs line on the ruler specification screen.

You also use Clear to delete extraneous characters in the Search/Replace (**CTRL/9**) function.

PF7 (PAGE)

Press the **PF7** key to change the current mode to Page. See Chapter 7 for an explanation of Page mode.

CTRL/7 (PRINT)

To Print individual pages, follow steps 1 through 5.

1. Make sure that your printer is on and has paper.

2. Go to the page you want to print.

3. Simultaneously press the **CTRL** and 7 keys.

   The following message will appear at the top of the screen.

   ```
   Print Page with Indent [0 ]
   ```

4. Specify where your printer should start printing. This is an indent and is, in effect, like setting the left margin guide on a regular typewriter. If you want a 10-space left margin, type the number 10. If you want no margin, leave the setting at 0.

5. Press the **RETURN** key; the page starts printing.

To stop the printer, simultaneously press the **CTRL** and **8** keys. The printer stops. The "Continue Printing?" message appears on the Status Line at the top of the screen. Press the RETURN key when you want to continue printing. Press the **ESCAPE** key if you don't want to continue printing.

CTRL/PF7 (TAG)

Use the Tag function to mark text so that it can be copied (merged) to another page in the same document, another document, another file folder, or even another data diskette. This procedure has two parts.

1. To mark and name the text that you want to merge, use the Tag function.

2. To move the tagged text to the document you are editing use the Merge function.

Simultaneously press the **CTRL** and **PF7** keys to use the Tag function. To tag text, follow steps 1 through 6.

1. Edit the document containing the text you want to tag.

2. Move the cursor to the first line of the text you're tagging.

3. Select the Tag function and the following form will appear:

```
Tag Name: [          ]
```

4. Type the Tag Name to identify the beginning of the tag. Use numbers and/or letters.

5. Press the **RETURN** key.

   After you press the **RETURN** key, the Tag Name display will disappear. A "T" now appears in the right margin of the current line to indicate that the line is tagged. (If a ruler has been defined on this line, a "B" will appear instead to indicate that the line has *both* a ruler and a tag.)

6. To indicate the end of the tag, move to the end of the clause (clause here means section of text) and simultaneously press the **CTRL** and **PF7** keys. Name the end of the tagged text. For example, you can name the beginning of your first tag "one" and then name the end of the tag "two". Sometimes the end of one tag serves as the beginning name of the next tag.

   If you do not define the end of the tagged clause, it is assumed to be at the end of the document.

NOTE

Each tag in a document should have a different name. Otherwise, the Merge function behaves unpredictably.

Finding a Tag Name

If you forget the name of a tag, place the cursor anywhere on the tagged line and simultaneously press the **CTRL** and **PF7** keys. The tag name will appear at the top of the screen. You can also use the Print Document List activity (accessed from the Main Menu) with the T option to print the tags in each document.

Here is an example of a Document List with the tag names specified.

```
WORDDATA -- Memos                                    Date: 08/31/85  Page:  1

 #   Name                              Pgs  Auth Op   Created   Edited

  1  E. Bender's Memo                    1  EVB  ndb  01/11/84  08/31/85
Tags:        start 1   end 1      start 2   end 2

  2  Scott Johnson's List                2  SRJ  mw   01/11/84  08/31/85
Tags:        software  hardware
```

Deleting a Tag Name

You can delete a tag name by pressing the **DELETE** key, while in the Tag Name video form.

Changing a Tag Name

You can change a tag name by typing over the old one while in the Tag Name video form.

Moving Tagged Clauses

After tagging clauses, you move the tagged clauses to another page or document; this is called merging. The Merge function is described later in this chapter.

NOTE

Tag names are differentiated by case. This means that TAG1, tag1, and Tag1 are considered three different tag names.

PF8 (ADJUST)

The Adjust function is used to realign paragraphs after you have inserted or deleted text.

Move the cursor to the beginning of the text you want to adjust and press the **PF8** key.

All text from the cursor position to the next end-of-paragraph marker will be adjusted (aligned).

NOTE

You cannot adjust the text governed by a ruler with an N defining the right margin.

Selecting option A on the Paginate Document form adjusts every paragraph in accordance with the current ruler (so you can adjust text at one time, rather than paragraph by paragraph). However, any tables without paragraph stops will be pulled together toward the left margin and lines without paragraph stops will be pulled together if you haven't put an N right margin in the ruler governing that part of the document. So before using the automatic adjusting feature, make sure that any needed N rulers are in effect.

After you have inserted or deleted text, position the cursor at the beginning of the line (or paragraph) in which you made the addition or deletion, and press the **PF8** key to adjust it. If you are at the end of the current page, and text from the same paragraph might be pulled from the next page, the following prompt will appear on the Status Line at the top of the screen.

```
RETURN to Adjust on Next Page, ESCAPE to Cancel
```

Press the **ESCAPE** key if you want to adjust *only* the text on this page. Press the **RETURN** key to adjust the rest of the paragraph, including any text on the *next* page.

CTRL/8 (STOP)

The Stop function is used to stop the printer. This is often used when the printer is not ready, but the Print command has been given.

The procedure for using the Stop function (CTRL/8) varies depending on whether you are using the Print activity (from the Main Menu) or the Print Page function (CTRL/7).

CTRL/8 (STOP) with the Print Page function

Simultaneously press the CTRL and 8 keys. When the "Continue Printing?" message appears on the Status Line at the top of the screen, press the ESCAPE key.

CTRL/8 (STOP) with the Print function from the Main Menu

Simultaneously press the CTRL and 8 keys. The printer stops (when the buffer is empty), and the "Continue Printing?" message appears. Press the PF1 key to acknowledge the message. To resume printing, press the RETURN key. To cancel the printing, press the ESCAPE key (then delete the document from the Print List).

CTRL/PF8 (MERGE)

Use merge to move "tagged" text to another document or page. Here are just a few sample uses of the Merge function:

- Combining text from standard letters or reports in order to create new documents without retyping.
- Keeping libraries of stock paragraphs, legal documents, and form letters to combine as needed.
- Storing names and addresses from one document and merging them into "personalized" form letters.
- Copying large blocks of text within documents.

The Merge function copies (merges) text from another page in the same document, another document, another file folder, or even another data diskette. This procedure has two parts:

1. Mark and name the text that you want to merge by using the Tag function.
2. Move the tagged text to the document you are editing by using the Merge function.

To merge text, follow steps 1 through 14.

1. Make sure you have defined all the tagged clauses.
2. Edit the document receiving the tagged clauses (the target document).
3. Place the cursor on the line where you want the tagged clause to be merged.
4. Select the Merge function (**CTRL** and **PF8** keys).

The following display appears.

```
Merge Text from File Folder [WORDDATA                    ],
      Document [   ]

Merge Clause [        ] through [        ] inclusive.
```

- Tags are moved to the new page along with the text.
- The tagged clause you want to merge must have been saved before you can merge it.
- To merge text on the same page, use the Copy and Paste functions.

PF9 (PREVIOUS)

The Previous function moves the cursor back a character, word, paragraph, or page depending on the mode. Pressing the **PF9** (Previous) key while in character mode causes the cursor to move to the left one character. In Word mode, pressing the **PF9** key causes the cursor to move to the preceding word (to the left) and, in Sentence mode, to the preceding sentence (to the left), and so on.

In Page mode, when you press the **PF9** key, you move back one page in the document. The cursor appears at the bottom of the preceding page.

CTRL/9 (SEARCH)

Search for a group of characters (a word or phrase) with the Search and Replace function. You can move forward or backward throughout the text, selectively replacing or preserving every occurrence of the word or phrase, one at a time, or all occurrences at once.

The Search and Replace function has the following features:

- Begins the search at the current cursor position.
- Replaces all occurrences of the string automatically if you select R and A.
- Lets you decide which occurrences to replace, if you do not select A.
- Disregards capitalization in *searching* the text (so that if you search for "Desk" you also find "desk") if you select I.

- Replaces words with the same case pattern, in other words, the same relative upper or lower case (when replacing "page" with "word", "WORD" replaces "PAGE", and "Word" replaces "Page"), if you select P.

- Automatically passes over page boundaries if you so indicate. (You are given this choice when you reach the end of the first page.)

Note, however, that the Search and Replace function doesn't accept a string that exceeds 50 characters or has a font change.

To use the Search and Replace command, while editing a document, simultaneously press the **CTRL** and **9** keys. The following form will appear.

```
SRCH                    CLEAR to clear from cursor
Space 58 Line  5 Page  1 Doc  1 Sample Document to be deleted
Search For   ""
Replace With ""
Options      [   ]  R=Replace   I=Ignore Case   P=Preserve Case   A=All
```

When the form appears, the cursor is under the second quotation mark following the words Search For.

To search for a string of characters, without replacing it, follow steps 1 through 7.

1. Type the word or phrase (the string) that you want to search for (up to 50 characters). The string appears between the quotation marks.

   If characters are already in the Search field, press Clear (the **CTRL** and **PF6** keys) to erase them. You cannot type over the previous entry.

   You can also use the **DELETE** key to delete text.

2. Check the string to be sure it is accurate.

   The Search function looks for a string with *all* the letters, including blank spaces, that appear between the quotation marks.

3. Press the **TAB** key twice to move down to the Options field. Type the letter **I** in the options field to search for both capitalized and uncapitalized versions of the string.

4. Press either the **PF9** or **PF10** key (Previous or Next), depending on whether you want to search backward or forward through the document.

   When the first string in the direction of search is found, the cursor stops at the beginning of the first letter of the string.

   The following message will appear:

   ```
   RETURN for form, NEXT/PREV to search
   ```

5. To continue searching, press either the **PF9** or **PF10** key.

   To return to the Search form to change the string or the options, press the **RETURN** key.

   To return to editing, press the **ESCAPE** key. The cursor will be on the word found in the search.

6. At the end of the first page, the following message appears on the screen.

   ```
   RETURN to Search Rest of Document, ESCAPE to Stop
   ```

   If you want to go to the next or previous page, press the **RETURN** key.

7. If the string isn't found, the message, "Not found" will appear on the Status Line at the top of the screen. Press one of the following keys:

   - The **PF9** key to search backward (if you are going forward)
   - The **PF10** key to search forward (if you are going backward)
   - The **ESCAPE** key to return to editing your document
   - The **RETURN** key to return to the Search form and change the string

To search for and replace a string of characters, follow steps 1 through 8.

1. Type the word or phrase (the string) that you want to replace (up to 50 characters). The string appears between the quotation marks.

   If characters are already in the Search field, press the **CTRL** and **PF6** keys simultaneously (Clear) to erase them. You cannot type over the previous entry.

   You can also use the **DELETE** key.

2. Check the string to be sure it is accurate. Delete superfluous letters or blank spaces.

   The Search and Replace function looks for a string with all the letters, including blank spaces, that appear between the quotation marks.

3. Press the **TAB** key to move to the quotation marks following the words Replace With.

4. Type what you want to replace.

5. Press the **TAB** key to move down to the Options field.

6. Type the options you want.

• **R** (Replace)	to replace strings
• **I** (Ignore case)	to ignore case during the search
• **P** (Preserve case)	to preserve original case during the replacement
• **A** (All)	to replace all occurrences automatically; only works if used in conjunction with R

The R (Replace) option let you replace the occurrence of the character string with another. Search only locates a particular word in the document. Type r in the Options field.

The I (Ignore Case) option lets you find occurrences of a string, whether it is written in lower or upper case. Type i in the Options field.

The P (Preserve Case) option insures that the replacement will be made in the same case as the original word in the text. You can combine the I and the P option and search a single time for words that appear in uppercase or lowercase letters and still maintain their original case.

The A (All) option lets you use the Global Search/Replace option. The A option alone will not replace any occurrences of the string. When used with the R option, it replaces all occurrences of the string on the first page, then prompts you to search the rest of the document. Type the letters ra in the Options field.

If you don't want to make any changes in the Options field, go to the next step.

7. Check the video form for errors. Press the **TAB** key to loop back to a field if you find an error, correct it, and then use the **TAB** key to move to the end of the video form. Press the **RETURN** key.

8. Any time after typing the "Replace With" string, press either the **PF9** or the **PF10** key to search backward or forward through the document.

   If *not* replacing all occurrences (A), the cursor stops at each occurrence and prompts you with the following message.

```
RETURN to replace, NEXT/PREV to search
```

At this time, you can press any of these keys:

- The **PF9** or **PF10** key to continue the search
- The **ESCAPE** key to return to editing the document
- The **RETURN** key to make the replacement

Once a replacement is made, you can press the **RETURN** key to change the search string, or you can press the **PF9**, **PF10**, or **ESCAPE** key.

If replacing all (RA), the program begins replacing the string as soon as you press the **PF9** or the **PF10** key. At the end of the first page, the following message will appear on the screen.

```
RETURN to search rest of document, ESCAPE to stop:
```

If you want to search and replace the entire document without returning to the Search/Replace form at the end of each page, press the **RETURN** key. After all substitutions in the direction of the search are made, the program will display the replacement count at the top of the screen and prompt you to press one of the following keys:

- the **PF9** or **PF10** key to search in the other direction
- the **RETURN** key to respecify the search or replace string

If you do not want to search the rest of the document, press the **ESCAPE** key to return to editing.

NOTE

If the word you are replacing can possibly be part of another word, be careful how you specify the string and be very careful how you respond to the Search/Replace prompts.

PF10 (NEXT)

The Next function moves the cursor ahead one character, word, paragraph, or page, depending on the mode in effect. Press the **PF10** key (Next) to move the cursor to the right one character, while in Character mode. If in the Word mode, press the **PF10** key to move the cursor to the next word (to the right), in Sentence mode to the next sentence (to the right), and so on.

In Page mode press the **PF10** key to move from page to page. Pressing the **PF10** key places the cursor at the top of the next page.

CTRL/0 (GO TO)

Use the Go To function to move directly to another page. Press the **CTRL** and the **0** keys and the following display will appear:

```
Go To Page [   ].
```

The field defaults to the next page. Type the number of the page you want to go to, and press the **RETURN** key. The page you have specified appears on the screen.

Appendix A
Error Messages

The error messages in this appendix appear on the display if you make a mistake when you are using EasyWriter II. Generally, these errors aren't serious; in almost every case, you press the **PF1** key to continue.

Minor Error Messages

The error messages in this list are of minor concern; they usually indicate that you have attempted a procedure that is unacceptable to the program. The messages are arranged in alphabetical order for easy reference. If the message you receive isn't in the list below, check the list of more serious errors at the end of this appendix.

Bad Data Diskette.

You've inserted a diskette which isn't a data diskette as requested or you've incorrectly specified the drive into which the data diskette has been inserted.

Press the **PF1** key and insert the correct diskette or press the **ESC** key and respecify the drive into which the data diskette is to be inserted.

Bad disk: print canceled.

An error in the integrity of the data diskette has been encountered during printing. Press the **PF1** key and check the integrity of data to validate the data diskette (option 4 on the system functions menu).

Bad Drive Letter.

You've specified an illegal drive. Press the **PF1** key, and then respecify the drive.

Can't be the same.

The to and from documents on the copy documents form cannot be one and the same. Press the **PF1** key, and reenter the document numbers.

Can't change ruler here.

Rulers can be changed *only* on lines of text, not on header or footer lines.

Can't create file Folder.

The diskette *is* full. You should use another diskette.

Clause not found.

You've used the name of a tag which doesn't exist in the document. Press the **PF1** key and respecify the starting tag name.

Or you've tried to tag a clause on the page you're currently editing. Press the **PF1** key to continue editing and use copy and paste.

Cut/Copy area full.

The area in which the cut and copy text is saved has become full. When you press the **PF1** key, the cursor will move to the first character that was *not* saved. Note the position.

Proceed to paste the text where you want it placed and then return to complete the cut or copy starting at the point marked by the cursor.

Destination not empty.

The destination document in the pagination operation isn't empty. If you proceed, you will overwrite (replace) whatever text is currently stored under that document number.

Disk full.

The diskette is too full to store the entire page being processed. When you leave the document, the text of the page will be truncated.

Disk too Full to Paginate.

There's not enough space left on your data diskette to store a paginated copy of your document. Copy the document to another diskette before paginating it.

Document is Empty.

The document you've tried to delete or copy is empty. Press the **PF1** key. You can speeify another document.

Drive n must not be Write Protected.

The current program operation has called for the program to write information on the diskette in the specified drive; however, that diskette's write-protect notch is covered by a write-protect tab. Remove the diskette and check that you truly want to use that particular diskette. If so, remove the tab and reinsert the diskette in the appropriate drive.

End not found.

The tag name specified for the last clause of a merge wasn't found in the document. The system has merged text from the beginning tag to the end of the document or until the page full-condition is met.

Error opening File Folder.

The file exists, but MS-DOS has been unable to read it.

File folder doesn't exist.

This file folder has not been created on this diskette.

"From" document corrupt.

The from document you've specified wouldn't pass an integrity check; therefore, the copy operation has been terminated. Check the text that's been copied. If necessary, use a backup of the from document to complete the process.

Illegal Baud Rate.

The baud rate specified isn't provided by the program. Press the **PF1** key and enter an acceptable value.

Illegal Document.

You've attempted to edit a document number 0, or a document with a number higher than the number of documents for which the data diskette was allocated.

Illegal File Folder name.

The name doesn't conform to the MS-DOS file-naming rules. MS-DOS filenames must be eight characters or less, with an optional three-character extension (FILE NAME.TYP).

Illegal Indent.

The print indent specified is greater than 100. Press the **PF1** key and respecify the indent.

Illegal mode value.

You have attempted to set the default mode value to an unacceptable value. Press the **PF1** key and enter an acceptable value.

Illegal Option.

You have chosen an option which doesn't exist. Press the **PF1** key and retype the option desired.

Illegal Page.

You have specified page number 0 or the number of a page that doesn't exist.

Illegal Printer Number.

The printer number you have specified is outside the acceptable range. Press the **PF1** key and respecify the printer number.

Insert Diskette in Drive n.

Either no diskette is in the specified drive, the diskette is inserted incorrectly, or the drive door isn't closed. Reinsert the diskette, and then press the **PF1** key to continue.

Insufficient space for File Folder.

The diskette is almost full.

Invalid Date.

You've attempted to enter an incorrect date. For example, the month number is 0 or greater than 12 or the day number is 0 or greater than the number of days in the month.

Must CUT or COPY before PASTE.

You've attempted to paste before marking a piece of text using the cut or copy function. Use the appropriate cut or copy function to mark the text, then repeat the paste operation.

No document data.

The diskette that you inserted during the current operation contains no data.

No more room.

The copy documents operation has been terminated because there's no more room on the data diskette.

No next page.

You tried to perform a page cut while on the last page of the document. To create a new page, use page insert.

No Previous Header/Footer.

You've attempted to do a page previous operation while editing the header/footer for the first page of a document.

No open file folder.

You must type **2** to open your file folder and then press the **RETURN** key to accept the current file folder, or type a new name and create a new file folder.

No Previous Page.

You've attempted to do a page previous operation while on the first page of a document.

No room for new ruler.

The area reserved for named rulers is full. Each document can have a maximum of eight named rulers. To create room for a new ruler, you must delete a named ruler. Alternatively, you are allowed one unnamed ruler per document.

No room for ruler.

Due to the length of the page you are currently editing, the memory area is too full to contain the ruler.

No such document.

You swapped data diskettes between the time you filled out the copy documents form and attempted to proceed with the copy operation.

No such ruler.

The ruler that you have specified from another document doesn't exist.

Not found.

The word(s) you are searching for don't appear in that portion of the page. The page area searched depends on where the search is initiated and which way, forward or backward, you are searching.

Use the **PF9** and **PF10** keys to search in other parts of the page, press the **ESCAPE** key to return to editing, and press the **RETURN** key to return to the search form.

Not System Diskette.

The diskette inserted in Drive A isn't the correct system diskette. Insert the correct system diskette in Drive A, then press the **PF1** key.

Nothing to paste.

You have attempted to use the paste function before any text has been stored using the cut or copy functions.

Number too large.

The number specified is too large.

Number too small.

The number specified is too small.

Page full.

The area in memory used to store the page being edited is full. Editing may proceed, but functions which extend the page (such as pressing the **RETURN** key or inserting a line) will cause the same error message.

Past left margin.

You have specified a right margin to the left of the current left margin position.

Past right margin.

You have specified a left margin to the right of the current right margin position.

Print list is full.

The print list presently contains 12 items and no more are allowed. Press the **PF1** key and either wait until a document has completed printing or manually delete the last item from the print list to make room for the new document.

Printer is Active.

The printer is still active, and thus the function requested can't be performed. Note that this message may also appear when attempting to Escape from the Main Menu.

Printer not installed.

The printer you've selected isn't installed on your system diskette. Press the **PF1** key and configure your printer.

Programs are not available.

A program required by EasyWriter II doesn't exist on your program diskette.

'R', 'L' or ' ' Please.

You've entered a character other than those specified by the message. Press the **PF1** key and correct your entry.

Title/Footer too long.

The length of the header/footer exceeds that allowed by the paginate routine. The header/footer will be truncated.

"To" document corrupt.

The copy document operation has been terminated because the integrity of the document you're copying to is no longer intact.

Delete the to document and try the copy procedure again.

Unable to Obtain Access.

The document in question is being used by some other part of the system. (For example, this message will appear if you attempt to edit a document that is currently being printed.)

'Y' or 'N' Please.

You can only enter one of the characters listed in the message. Press the **PF1** key, correct your entry, and then press the **RETURN** key.

Serious Errors

If you receive a message listed below, you may have experienced a system malfunction or (in the case of **READ** or **WRITE** errors) your data or system diskette may be damaged.

NOTE

In place of the letter n in the error messages below, you will see one of the codes listed at the end of this appendix.

Bad Data Diskette.

CAN'T READ DRIVE n (Tnn Sn Cn).

The program hasn't been able to read the data on the diskette in the specified drive. Check that the diskette is inserted properly in the drive, and then press the **PF1** key. If the error recurs, either your equipment has malfunctioned or the diskette is damaged. Note the drive, the track, sector, and code numbers following T, S, and C, and then remove the problem diskette. Make a copy of your backup diskette and restart the program using the backup. If the problem recurs, contact your dealer for assistance.

CAN'T WRITE DRIVE n (Tnn Sn Cn).

The program hasn't been able to write data on the diskette in the specified drive. Check that the diskette is inserted properly in the drive, then press the **PF1** key. If the error recurs, either your equipment has malfunctioned or the diskette is damaged. Note the drive, the track, sector, and code numbers following T, S, and C, and then remove the problem diskette. Make a copy of your backup diskette and restart the program using the backup diskette.

If the problem recurs, contact your dealer for assistance.

LOAD # OUT OF RANGE.

CHAIN TO BAD PROGRAM

These are internal messages which should never occur in normal use. If they do, serious software or hardware problems are indicated, and you should contact your dealer.

Read and Write Error Codes

The following error conditions correspond to the **C** in the **CAN'T READ** and **CAN'T WRITE** error messages. If you encounter a recurring read or write problem, note the track, sector, and code numbers, and contact your dealer.

1. Missed index.
2. Missed read enable.
3. Diskette not double density.
4. Missed body mode.
5. CRC error.
6. Verify error.
7. Write protect.

Appendix B
Configure Standard Printer

The simplest printer configuration is that of the Standard Printer. A Standard printer responds only to form feed, carriage return and line feed. Therefore, you cannot take advantage of the many special printing features EasyWriter II offers.

Configure your printer as a Standard by selecting 7, Change Printer Selection, from the System Functions Menu (see Chapter 3). Since the Standard Printer selection requires no further configuration, you may want to choose it when first using your printer with EasyWriter II. (Then, when you are more familiar with the program and the printer, you can go back and reconfigure your printer as a Type A or Type B.)

Appendix C
Configure Type A Printer

The Type A printer is table-driven. The configure function lets you enter values for the controlling ESCAPE sequences.

The following table contains the configuration data for a sampling of printers. The list of printers isn't an endorsement of some printers and not of others, nor does it necessarily reflect popular opinion of available models. The list is by no means exhaustive. If yours isn't on this list, consult your printer manual for the specific codes used by your printer.

Custom Printer Type A is a select group of printers that have at least two things in common:

1. They must be capable of moving their printheads horizontally in fine motions of $^1/_{120}$th of an inch.

2. They must be capable of setting linefeed (vertical) distance increments in fine motions of $^1/_{48}$th of an inch.

The Sanyo PR-5500 is the default Type A printer.

Custom Printer Type A Configurations

Printer	Chars ETX/ACK	Horiz Code	Adj Fac	Vert Code	Adj Fac	Rev Prt	Fwd Prt	Blk Prt
TI Model 810	0	0	0	0	0	0	0	0
Brother HR-15	0	31	1	30	1	54	53	66
C.Itoh Starwriter	0	31	1	30	1	54	53	66
Daisywriter 1500	0	31	1	30	1	0	0	66
Daisywriter 2000	0	31	1	30	1	0	0	66
Diablo 630	350	31	1	30	1	54	53	66
Diablo 630 WP	350	31	1	30	1	0	0	66
Diablo 1610	70	31	1	30	1	54	53	66
Diablo 1640	70	31	1	30	1	54	53	66
Diablo 1650	70	31	1	30	1	54	53	66
Diablo 1650 FT	70	31	1	30	1	54	53	66
TEC 1500P	0	31	1	30	1	54	53	65
Vista V-300	0	31	1	30	1	54	53	65
NEC 5510	120	93	64	93	79	60	62	52
NEC 5520	120	93	64	93	79	60	62	52
NEC 7700Q	0	31	1	30	1	0	0	66
Olivetti DY-211	0	31	1	30	1	54	53	0
Olivetti DY-311	0	31	1	30	1	54	53	0
Qume Sprint 5	350	31	1	30	1	54	53	66
Qume Sprint 9	120	31	1	30	1	0	0	0
Qume Sprint 11	0	31	1	30	1	0	0	0
Sanyo PR-5500	0	31	1	30	1	54	53	66
Toshiba P1350	0	31	1	30	1	54	53	66

Custom Printer Type A Configurations

Printer	Red Prt	S/S Roll	Rev LF	Over Poss	Cpos FF	Lines Page	Init Set
TI Model 810	0	1	0	1	32	0	0
Brother HR-15	65	1	10	1	0	0	0
C.Itoh Starwriter	65	1	10	1	32	0	0
Daisywriter 1500	65	1	10	1	32	0	0
Daisywriter 2000	65	1	10	1	32	0	0
Diablo 630	65	1	10	1	32	0	0
Diablo 630 WP	65	1	10	1	32	0	0
Diablo 1610	65	1	10	1	32	0	0
Diablo 1640	65	1	10	1	32	0	0
Diablo 1650	65	1	10	1	32	0	0
Diablo 1650 FT	65	1	10	1	32	12	72
TEC 1500P	66	1	10	1	32	0	0
Vista V-300	66	1	10	1	32	0	0
NEC 5510	51	1	57	1	32	0	0
NEC 5520	51	1	57	1	32	0	0
NEC 7700Q	65	1	10	1	32	0	0
Olivetti DY-211	0	1	10	1	32	0	0
Olivetti DY-311	0	1	10	1	32	0	0
Qume Sprint 5	65	1	10	1	32	0	0
Qume Sprint 9	0	1	10	1	32	0	0
Qume Sprint 11	0	1	10	1	32	0	0
Sanyo PR-5500	65	1	10	1	32	0	0
Toshiba P1350	65	1	10	1	32	0	0

Appendix D
Configure Type B Printer

Three basic approaches were taken to enable EasyWriter II to be used with a variety of printers. A menu lets you choose between three printer selections. This appendix explains how to configure the third selection, Type B printer. The Type B printer is usually a dot matrix printer (like the Epson MX-80, which is the default).

You can specify the printer and enter the values for changing the pitch, fonts, line spacing, or print mode.

The data is entered on six separate forms that you access by selecting activity 9 from the System Functions Menu. To move between the fields on each form, press the TAB key. To move on to the next form in the series (or to cycle around to the first form again), press the RETURN key. To leave the function entirely, press the ESCAPE key.

Please note that all ASCII values entered on the configuration forms must be in decimal notation; therefore, values must be between 0 and 255. Also note that, when entering a code sequence, any characters other than blanks or digits terminate the sequence. For example, if you type [4 5 73 100e 45], the sequence [4 5 73 100] remains when you press the TAB key.

Define Printer

1. Printer Name

You may use up to 30 characters for naming your printer driver. Type the name of your printer and then press the RETURN key to advance to the next field.

Edit Global Sequences

The global sequences are the particular codes used by your printer for the form feed, line feed, margin settings, and automatic justification (if handled by your printer).

4. Reset Printer

This command is sent at the beginning of every document. You may send the carriage return character (13) to position the carriage at the left margin.

You may also send a form length sequence. (You may also wish to send a printer reset command sequence.)

5. Page Break

This is usually the form feed character (12). On printers with a sheet feeder, you may also choose to send a tab character (9) to position the carriage at the center before sending the form feed. When using a sheet feeder, the codes are transmitted before the message "Print next page?" appears.

6. After Page Break

This command is sent after you acknowledge the "Print next page?" message sheet feeding. On a sheet feeder, you might want to send a carriage return character (13) to position the print head at the left margin before beginning to print the page.

7. To Perform Backspace

Normally, this is the backspace character (8). However, some printers use a different command sequence to backspace one character, whereas others don't support it at all. (Note that the backspace is only used if you're using backspace to support fonts.)

8. At Beginning of Line

On some printers, carriage returns or line feeds automatically cancel particular printer settings. On these printers, it may be necessary to respecify these settings at the beginning of every line.

9. End of Line to Advance

Generally, you enter the codes for carriage return and line feed (13 and 10). Note that on some printers, sending a carriage return automatically generates the line feed.

10. End of Line No Advance

On most printers this is the carriage return. The code is used mainly by printers which use a two-pass font support.

11-14. Margins Set and Release

These codes send margin settings to the printer. They are used when the printer is controlling its own line length, primarily when using a printer capable of proportional spacing.

15-16. Start/Stop Justification

These sequences can help you perform justification as a printer function. These codes are mainly useful when performing proportional printing and are used in conjunction with the Margin/Set Release sequence on printers capable of proportional spacing.

The sequences are documented in letter-quality printers such as those made by Qume, Diablo, and NEC.

Edit Pitch Range Table

The pitch range table lets you associate particular code sequences with pitch values (specified in characters per inch). Ordinarily, you associate a pitch value with the code sequence generating that pitch. However, it's perfectly reasonable to associate print attributes other than pitch to particular pitch values. On a printer like the Epson, for example, it's acceptable to use pitches 1 through 5 for various print enhancements (so you might specify a pitch of 5 in EasyWriter II to obtain expanded print).

The first character in a pitch command sequence is usually the escape character (27). A sequence such as escape, followed by a code constant and a horizontal increment code for that pitch, can also be used with a letter-quality printer.

Finally, please note that the driver accepts only a limited number of values from a program for the pitch setting. For example, the driver cannot use a different sequence for 10 and 11. If you want to specify a pitch of 11, you have to associate the 11-pitch command sequence with a different pitch number. The following list indicates the legal pitches:

1	6	12	24
2	7	13	30
3	8	15	40
4	9	17	60
5	10	20	120

Following are two examples of entries in a pitch table:

```
17. [10] [10]      [ 27 31 11                                    ]
18. [12] [13]      [ 27 31 13                                    ]
```

In the first example, a pitch of 10 (sent from the application) is implemented by sending the escape sequence shown to the printer. In the second example, a pitch of either 12 or 13 specified by the application is implemented by the second escape sequence.

Ten different command sequences can be associated with various pitch values (in fields numbered 17 to 26).

27. Default Pitch

Enter the pitch you want to use, unless the application specifies another value. The default pitch setting is sent to the printer at the beginning of every document following the reset printer sequence. (On an Epson printer, this option can be used to print documents in compressed print. You may specify a pitch within a document to overrule the default pitch.)

28. Set Pitch on Every Line (Y/N)

Resetting pitch on every line slows the printer down; however, this measure is required on some printers (like the Epson, if the pitch table is used for various print enhancements) because a carriage return resets it.

Edit Line Spacing

The line spacing table works in much the same way as the pitch table with one important difference:

The lines-per-inch setting in EasyWriter II (which passes the line-spacing values to the printer) is used to calculate page length. In other words, use line spacing only to change the number of lines per inch. Ensure that the line-spacing values entered in the spacing table are associated with an appropriate code; otherwise, the page lengths of EasyWriter II documents are unpredictable.

The first character in a line-spacing command sequence is usually the escape character (27). With a letter-quality printer, a sequence such as escape, followed by a code constant, and a particular vertical increment code for that line spacing, may be used.

Finally, please note that the driver accepts only a limited number of values from a program for the line-spacing setting:

```
1 4  8 16
2 5  9 24
3 6 12 48
```

Here are two examples of entries in a line-spacing table:

```
29. [6] [8]     [ 27 30 7                    ]
30. [4] [4]     [ 27 30 5                    ]
```

In the first example, a spacing of 6, 7, or 8 lines per inch sent from the application is implemented by sending the escape sequence shown. In the second example, a spacing of 4 lines per inch (1½ spacing) is implemented by the second escape sequence.

Ten different command sequences can be associated with various line spacing values.

39. Default Line Spacing

Enter the spacing you want to use unless the application specifies another value. The default line-space setting is sent to the printer at the beginning of every document following the reset printer sequence.

40. Set Line Spacing on Every Line (Y/N)

Resetting the spacing on every line slows down the printer; however, on some printers that alter vertical spacing (in particular, letter quality printers that send a roll sequence for subscript/superscript), you must respecify the spacing before going to the next line.

Edit Font Support

Fonts can be supported in one of the three following ways on a printer:

- By two-pass support. The printer prints the complete line first, and then goes over the same line again and overprints.

- By control-code support. The printer is sent a code that it interprets and executes according to its programming. Control-code support is the best way of printing fonts on letter-quality printers.

- By backspace support. The printer prints one letter and then backspaces and prints the font (such as an underline character) in the same space.

This support is usually required for electronic typewriters which can't perform a carriage return without a line feed.

Note that special print fonts (such as italic, or pica/elite options on dot-matrix printers) can be supported on a character-by-character basis with font codes, or on a line-by-line basis with pitch table codes.

Choose Support Type For Each Font

41. Bold/Shadow Face Support

Bold and Shadow are identical if implemented by two-pass or backspace support. If you are using control-code support, you might consider using Shadow if you have additional print enhancements at your disposal.

42. Single Underline Support/Using Character

Specify the way in which underlines are to be supported, and then enter the decimal value for the ASCII character you want to use. (The underline support feature can be used for overprinting.)

43. Double Underline Support/Using Character

Specify the way in which double underlines are to be supported, and then enter the decimal value for the ASCII character you want to use. (If double underlines are implemented with a roll feature, the underline character will be the same as the single underline. If your print wheel has a double underline, enter the decimal value for that ASCII character.)

44. Overstrike Support

Overstrike lets you use a third overprinting font in EasyWriter II. (The character used for this font is specified in the Edit System Parameters form of the EasyWriter II program.)

45. Special (Color) Support

The Special font can be used in any way you wish. If your printer has a two-color ribbon, we suggest that Special support be a color option; in this case, it must be implemented by control-code support.

46. Subscript/Superscript Support

If the system is implemented with two-pass or backspace support, subscript and superscript appear in Bold. The driver can only implement proper support with a control-code sequence.

47. Will underline retain font (Y) or be normal font (N)?

The N option allows you to have a Bold word with a normal underline; perhaps more useful, it lets you retain a normally positioned underline even if the line contains superscripts.

48. Will double underline be an extra pass (Y/N)?

Unless your printer has a double underline character, the answer is Y.

49. Start Double Underline

In this field you must enter the command sequence for positioning the carriage for the second pass (the pass that creates the second underline).

50. After Double Underline

In this field you must enter the command sequence to bring the carriage back to its original position (that is, reverse the line feed specified in number 49).

Additionally, if you are using two single underline characters, you must reset the line spacing on every line (see above).

Edit Font Sequences

If any of the aforementioned fonts use control-code support, you must specify the appropriate code sequences, to switch to the font and back to normal, on the Edit Font Support form. Please note that if you are going from bold to shadow (for example), no connection appears; however, EasyWriter II tells the printer to go from bold to normal, and then from normal to shadow.

Font control-code sequences generally begin with an escape sequence, followed by one ASCII character.

Remember that these fonts can be used for a variety of purposes because fonts work on a character-by-character (as opposed to line-by-line) basis.

You must supply sequences for each of the following fonts. They are implemented through the following control-code sequences:

51. Normal to Bold

52. Bold to Normal

53. Normal to Shadow

54. Shadow to Normal

55. Normal to Underline

56. Underline to Normal

57. Normal to Double

58. Double to Normal

59. Normal to Overstrike

60. Overstrike to Normal

61. Normal to Special

62. Special to Normal

63. Normal to Subscript

64. Subscript to Normal

65. Normal to Superscript

66. Superscript to Normal

Appendix E
Installation on Non-Standard Hardware

There are three sets of start-up instructions; only one of these applies to you. Each set of instructions is set up for a particular hardware configuration; choose the one that applies to you.

The three possible configurations are:

- two floppy diskette drives, single-sided (160K)
- two floppy diskette drives, double-sided (320K)
- one floppy diskette drive (single- *or* double-sided) and a hard disk

The first configuration, two single-sided floppy diskette drives, is the standard system for which this program and manual were written. The start up instructions for this configuration are in Chapter 2.

At the time of this release (December, 1983) Sanyo does not offer double-sided floppy diskette drives or a hard disk system. Future support and distribution of those configurations is anticipated. Start-up instructions for those configurations are included in this appendix.

Turn to the appropriate set of instructions and proceed.

Installation on Double-Sided Diskettes

If you have double-sided diskette drives that are distributed or supported by Sanyo, you can take advantage of the increased storage capacity by installing both the System and Housekeeping files on a single diskette.

You can also install the EasyMailer II program files on the same diskette. Instructions for that procedure are in the EasyMailer II manual.

Preparation for Start Up

Before you start, you must have:

- set up your computer and conducted any necessary testing
- familiarized yourself with your computer
- familiarized yourself with MS-DOS start-up procedures

You will also need the following diskettes on-hand:

- MS-DOS
- EasyWriter II "System"
- EasyWriter II "Housekeeping"
- three blank diskettes

So that your diskettes don't get mixed up during the copying process, fill out and attach labels for each of the blank diskettes.

The labels should read:

- EasyWriter II—System
- EasyWriter II—Sample Data
- EasyWriter II—Sample Data Backup

NOTE

Whenever possible, write on labels *before* affixing them to diskettes. You risk damaging a diskette if you write on a label that is already on the diskette — if you must write write on a label which has been affixed, use a soft felt tip pen.

When you are prepared, proceed to the next section.

Formatting Diskettes

To prepare any blank diskette for use with your computer, you must first format it. This one time procedure is used for all diskettes, whether they are system diskettes (containing files that constitute the program — for example the EasyWriter II System and Housekeeping diskettes) or data diskettes.

This procedure uses the MS-DOS FORMAT command. You will need your MS-DOS diskette and the three blank, labeled diskettes.

1. Start up MS-DOS and bring the MS-DOS command prompt (A:) to the screen.

   NOTE

   If you've forgotten how to start up MS-DOS, here's a quick refresher.

   • Place the MS-DOS diskette in Drive A.

   • Turn on the computer. (Or, if it is already on, press the RESET button.)

   • Respond to the date and time prompts by either entering your responses or by pressing RETURN twice.

   The cursor should be beside the prompt (A:__). The MS-DOS diskette should still be in Drive A.

2. Place the blank diskette labeled "EasyWriter II—System" in Drive B. (Make sure you "close" the drive by lowering the drive lever.)

3. Type the command:

   format b:/v

   and press the **RETURN** key.

   The following message appears:

```
MS-DOS Format Disk Utility for MBC-550  Ver1.0
Insert a blank disk in drive B and depress any key
```

4. You have already inserted the diskette into Drive B, so press *any key* to continue.

   To indicate that it is indeed working, MS-DOS displays the message:

   ```
   formatting ...
   ```

   In a few moments, you see:

   ```
   Formatting completed
   Format another disk (Y/N) ?
   ```

5. You will be formatting two more diskettes. To indicate that you wish to format another diskette, press:

   Y

   You are again prompted to insert a diskette in Drive B.

6. Remove the diskette labeled "System" from Drive B and replace it with the diskette labeled "EasyWriter II—Sample Data."

7. Repeat steps 4 (*press any key*), 5 (*press* **Y**), and 6 (*replace the Sample Data diskette with the one labeled "EasyWriter II—Sample Data Backup"*).

9. Press *any key* to begin formatting the Sample Data Backup diskette.

10. When you are prompted to "Format another disk (Y/N)?", press:

    N

    and the MS-DOS command prompt returns (with the cursor beside it).

11. Remove the Sample Data Backup diskette from Drive B.

These three diskettes are now ready to receive and store files. Your next step will be to copy files from the original diskettes to the newly formatted diskettes. Once you have done so you will have created the "working" copies that you will use in everyday operations.

Copying Diskettes

You can copy either specific files or all files from one diskette to another using the MS-DOS COPY command. You will now copy all files from each of the diskettes that you received with this manual to the diskette that you have just labeled "System". (Don't worry, they'll both fit with room to spare.) You will also copy a specific file to the diskette that you labeled "Sample Data".

NOTE

During this procedure you will be making a new System diskette. To avoid confusion, the diskettes that came with this manual are called "original" diskettes; the diskettes you are making are called your "working copies."

For this procedure you will need:

- your MS-DOS diskette
- the original Housekeeping and System diskettes
- two of the formatted diskettes (System and Sample Data)

To copy all files from the originals to the working copy of the System diskette:

1. The MS-DOS command prompt should still be on the screen. If it is not, go through the MS-DOS activation process to bring it up. The cursor should be beside the MS-DOS prompt.

   If any diskettes are in either drive, remove them.

2. Place write-protect guards on each of the *original* diskettes. (These go over the notch in the upper right edge of the diskette.)

3. Insert the original Housekeeping diskette in Drive A and the working copy (the formatted blank diskette that you labeled "System") in Drive B.

NOTE

Make sure you do this procedure in the right order. Install the Housekeeping diskette first, then the System diskette.

4. Type the following command (make sure you leave a space between the second asterisk and the "b"):

copy a:*.* b:

and, when you are sure you have typed it correctly, press **RETURN**.

5. As files are copied from one diskette to the other, their names appear on the screen.

When the process is completed, a message indicating the total number of files copied is displayed and the MS-DOS command prompt appears. The cursor is beside it.

You have now installed the Housekeeping files on your working copy of the EasyWriter II System diskette. Remove the original diskette from Drive A, but leave the working copy in Drive B.

6. To copy the System files onto your working copy, insert the original System diskette in Drive A. Your working copy should still be in Drive B.

7. Type copy **a:*.* b:** and press **RETURN**.

8. When the process is completed remove your original System diskette from Drive A. Remove your working copy from Drive B.

Leave everything else as is and proceed to the next section.

Creating Your Sample Data Diskette

We have included several sample documents with this package to use with the tutorials. These sample documents are stored on the Housekeeping diskette, but you will be copying them to the diskette labeled "Sample Data."

You will use a variation of the earlier MS-DOS COPY command that will copy only the specified file. For this procedure you will need your original Housekeeping diskette and the formatted Sample Data diskette.

The MS-DOS command prompt should still be on the screen. If it is not, bring it up. Insert the Housekeeping diskette in Drive A.

1. Type:

   copy a:worddata b:

   (make sure that there is a space between "worddata" and "b:") and press **RETURN**.

2. The file name appears on the screen as it is being copied. When the process is completed, a message indicating that one file has been copied will appear. The MS-DOS command prompt returns to the screen.

You have now created a working copy of your Sample Data diskette. As you should with all data, you will make a backup copy before you begin work. Leave everything as it is and proceed to the next section.

Backing Up Diskettes

To make a backup copy of your Sample Data diskette, you will use the MS-DOS COPY command again (or, you could use the DISKCOPY command — for more details, see your MS-DOS manual.)

Remove the original Housekeeping diskette from Drive A. Remove the Sample Data diskette from Drive B.

The MS-DOS prompt should still be on the screen. If it is not, bring it up.

1. Put a write-protect guard on the Sample Data diskette.

2. Insert the Sample Data diskette in Drive A.

3. Insert the Sample Data Backup diskette in Drive B.

4. Type the command:

   copy a:*.* b:

   and press **RETURN**.

   Because there is only one file (WORDDATA) on the Sample Data diskette, only that filename is displayed and the message indicates that one file has been copied. The MS-DOS command prompt returns to the screen.

5. Remove both diskettes.

Leave the MS-DOS prompt on the screen and proceed to the section entitled "Starting Up EasyWriter II." Skip over the installation procedures for hard-disk users.

Hard-Disk System

You can quickly and easily install EasyWriter II on a hard-disk system if your hard-disk operating system is MS-DOS compatible. MS-DOS system files must already be present on your hard disk when you perform the installation. All the program files for EasyWriter II must reside on the same volume of the hard disk. You can use any volume, but must run the program from an active volume.

The term "volume" refers to a division on a hard disk. This term is used in order to draw a distinction between a hard-disk system and a multiple diskette drive system, although MS-DOS interacts with volumes on a hard disk as though they were additional diskettes. If this terminology does not correspond to that of your hard-disk system, we suggest you consult your dealer before attempting to install EasyWriter II. Your dealer can advise you on compatibility and corresponding terminology.

Perform the following steps to install EasyWriter II on your hard disk:

1. Use the FORMAT and COPY commands to make copies of the original system diskettes that came in this manual, and use the copies as source diskettes when transferring files to the hard disk volume. You must *not* copy the MS-DOS system files onto your hard disk.

2. Use the "copy *.*" command to transfer the program files onto your hard disk.

   You must install the EasyWriter II diskettes in this order: (1) Housekeeeping and (2) System.

   Once you have installed all the files, you are ready to start up the program.

Starting Up EasyWriter II

To activate (start up) EasyWriter II you must first start up MS-DOS. When the MS-DOS command prompt appears, you just give the command to start EasyWriter II. That command is EWII. (Or, you can use lowercase letters, as you can with all MS-DOS commands.)

Note

MS-DOS must be active for you to use EasyWriter II. If you terminate a session by pressing the RESET button or by turning off the power, you must first restart MS-DOS.

In the next chapter you will begin using the program; right now you will just enter EasyWriter II to be introduced to the start up procedure.

1. Get the MS-DOS command prompt on your screen.

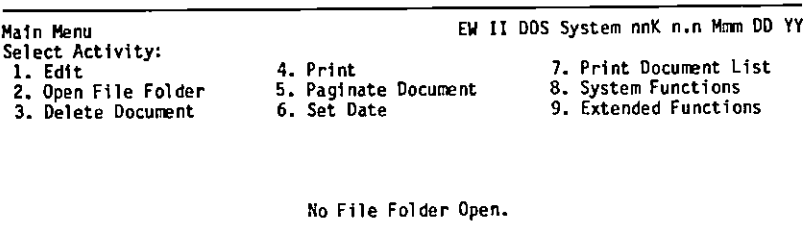
2. Give the EasyWriter II start up command:

   EWII

   and press **RETURN**.

The EasyWriter II start-up procedure begins. The system takes a few moments to load the program and several messages are momentarily displayed. You get a brief glimpse of the "title page" which bears the program title and copyright information.

3. The Main Menu appears:



When the Main Menu is on the screen you are ready to use EasyWriter II.

Glossary

Backup

A reserve copy of your data and/or system diskette that can be used in case of diskette or system failure. It is very important to have these diskettes in case the original is lost or damaged.

Boot

To start up a computer.

Character

One symbol of a set of elementary symbols, such as a letter of the alphabet; a character is made up of a group of seven or eight bits.

Command

A user instruction to the computer, generally given through a keyboard. A command can be a word or characters that instruct the computer.

Cursor

A movable marker, normally a box, visible on the display. It shows your current position on the screen.

Data

Information that is processed by the application program (software) and the computer.

Data diskette

A diskette containing documentation data. A data diskette does not contain programs.

Default

A response or data that the program uses if the user does not explicitly specify another.

Delete

To erase data. This data might be a single character or a group of characters (for example, a paragraph).

Disk Operating System (DOS)

The set of programs that control your computer system and all access to data. It allows the particular application program running on your computer to communicate with the outside world through the display, keyboard, printer, and other peripheral equipment.

Drive

An electromechanical device used to read and write information on magnetic media such as tape or diskette.

Edit

To display the contents of your file or to change it.

Error messages

These appear on the screen when you have done something that the program does not understand. They may also warn that a software or hardware problem (system error) has occurred.

Field

A single item of data, such as a document name.

File

A collection of related data that is stored together.

Filename

A sequence of alphanumeric characters, assigned by the user, which can be read by both the computer and the user to store or retrieve a specific file.

Foil tape

A small piece of metallic adhesive-backed tape that covers the write-protect notch of a 5¼ inch diskette. With the notch covered, the diskette will not be written on by the computer.

Font

An assortment of typefaces you use in conjunction with mode keys to add emphasis to anything from a single character to an entire page. The fonts are underline, double-underline, bold, shadow, subscript, superscript, special, and overstrike.

Formatted diskette

A diskette that is ready to receive information if that information is transferred under the same operating system. A formatted diskette can either be new or recycled. Formatting clears all previously recorded data (in the case of recycled diskettes), checks for flawed sectors, and creates a directory that controls the files that can be written on it. Optionally, formatting transfers MS-DOS system files onto the diskette.

Function keys

Keys cause the computer to perform editing operations (such as going to a specific page).

Hard copy

Computer output that is printed on paper.

Hard disk

A disk composed of a magnetic coating applied to a rigid aluminum or ceramic plate. The term is generally used to contrast with diskettes, which are flexible, have a slower access speed, and less storage capacity. The hard disk is not removable whereas the diskette can be removed.

Hardware

Any equipment that is a part of your computer (the diskette drive, system unit, printer, and so on).

Input

As a verb, it means to enter data. As a noun, it means that data which is entered.

Load

To copy a program from a storage device, such as a diskette or hard disk, into memory of the computer.

Memory

A storage of binary data and programs; any device that stores information. In a computer, memory is divided into fast electronic memory integral to the computer, and external, slower memory such as disk drives and tape drives, using magnetic methods.

Menu

Menus are lists of tasks or functions the operator can perform. When you see a menu, you are to select one of the items on it, or indicate that you want to see a different menu or video form.

Mode

A feature that governs the amount of text affected while editing.

Nontrivial blank

A special character used to insert a blank space in text. A regular space as typed by the space bar is subject to realignment when you adjust the document. When you type a nontrivial blank, however, this space remains no matter what happens during adjustment. EasyWriter II displays these blanks as on the display. When you print the document, however, the doesn't print; there is a blank space in its place.

Online

Being controlled directly by, or in direct communication with, the computer.

Operating system

Software that controls the execution of computer programs and may provide scheduling, debugging, input and output control, accounting, storage assignment, data management, and related services. See also Disk operating system.

Output

The data that comes out of a computer. It can be printed on paper, printed on the screen, or sent to the diskette.

Overstrike

Usually overstriking is done with the slash. If you want to change the overstrike character to another character, type it in the box labeled Overstrike Character on the Edit System Parameters display form. Sometimes in legal typing it is desirable to show changes in text by striking over characters.

Press

To push down on the designated key momentarily, and then release it. Press and hold means push down the key and hold it down while performing some other stated action (similar to the **SHIFT** key on a standard typewriter).

Printer

The device that produces a paper copy of a document.

Program

A series of commands that direct the computer to perform a task.

Prompt

A computer message appearing on the display that asks the user to respond.

Read

To get data from a storage device. See write.

Run

To execute a computer program.

Scratch diskette

A diskette that either is blank (has never been used) or has information that you do not want to keep.

Scroll

To move the contents of the screen up or down by one or more lines. You can also scroll right or left.

Software

Another term for computer programs. Software is used to control the computer hardware and perform tasks.

Source

The original (handwritten, dictated, typed, and so on) source of your document.

Subscript

A symbol or character written immediately below and to the right or left of another character.

Superscript

A symbol or character written immediately above and to the right or left of another character.

System diskette

The system diskette contains the programs that make up the application program you purchased. A system diskette usually resides in Drive A of the computer.

Type

To enter a sequence of characters by pressing the designated keys on the keyboard.

Video form

Forms on the screen which contain one or more blanks which the user fills in.

Word processing system

A system that manipulates text, performing such functions as paragraphing, paging, justifying left and right, rearranging lines, and printing text.

Write

When the diskette drive records data on the diskette, the computer is said to be "writing" information on the diskette. See read.

Write-protect notch

A small rectangular cut on the diskette's cover. When this notch is not covered by foil tape, the diskette can be written on by the computer.

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Printed in Japan Jan. 1984
9376411917000 kw

Read Me First

For Users of the MBC-550 with Double Sided Drives

This is a special version of EasyMailer II™ for the MBC-550 with double-sided drives and MS™-DOS version 2.11. This version may not be used for the MBC 555 with single-sided drives. If you have mistakenly received the wrong version, return it immediately to your Sanyo dealer.

Variations From the Enclosed Manual

There are a few variations in this version of the program that warrant your attention. Once you have read this short revision notice and followed its instructions, you will return to the appropriate section of the manual; you will never need to read this notice again, though you should keep it...just in case.

Normally, EasyMailer II and EasyWriter II are stored on separate program diskettes. When you need to use the mail merge function you simply switch diskettes.

This version of the program takes advantage of the extra storage capacity of double-sided diskettes, which the MBC-550 with double-sided drives is capable of "reading." Therefore, both EasyWriter II and EasyMailer II can be stored on one diskette. Disregard references in the manual to the EasyMailer II diskette since all those files are now stored on the EasyWriter II System diskette.

Other than the occasional reference to the non-existent EasyMailer II diskette, the only functional variation from the manual is in the initial process of creating your working diskettes. The following pages contain the instructions that apply to your particular hardware format.

Once you've completed these procedures, proceed to Chapter 2 of this manual for more information.

Double-Sided Diskettes

1. If you haven't already done so, refer to the installation procedures in the "Read Me First" revision notice at the front of the EasyWriter II manual and create an EasyWriter II System diskette.

2. Use the DOS FORMAT and COPY commands to make a working copy of the EasyMailer II diskette which came with this manual. Put the master copy away.

3. Bring the DOS prompt (A>) to the screen.

4. Place the working copy of EasyMailer II in Drive A and your EasyWriter II System diskette in Drive B.

5. With the DOS prompt (A>) on the screen, type the following exactly as you see it:

   copy es*.* b:

   Press **RETURN.**

6. When the DOS prompt (A>) returns to the screen, remove your diskettes. Store away the EasyMailer II diskette, you no longer need it; your EasyWriter II System diskette now contains the mail merge files.

Disregard references in the EasyMailer II manual to switching diskettes when using the Print Letters function. With this special version of the program you are now able to call up that function from your EasyWriter II System diskette.

SANYO EasyMailer™
FOR THE
MBC 550 Series Computer

SANYO BUSINESS SYSTEMS CORP.

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Information Unlimited Software,
Publisher
2401 Marinship Way
Sausalito, CA 94965
415/331-6700

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PREFACE

EasyMailer II™, a convenient, easy-to-use mail merge program, is one member of the Professional Software Series from Information Unlimited Software and Basic Software Group, Inc. It is a program designed to complement EasyWriter II™, greatly expanding information and word processing resources. EasyMailer II is an extended function of EasyWriter II.

To use this program you need a Sanyo MBC 550 Series Computer with at least 96K of random-access memory (RAM), a monochrome or color display unit, and at least two diskette drives or hard-disk storage.

EasyMailer II can be used with a variety of diskette drive configurations including single-sided or double-sided diskette drives and hard disk storage.

This manual describes the features and operating procedures for the EasyMailer II program. It is organized in four sections: the first section leads you through the installation procedures; the second describes the program and how it works; the third is a hands-on tutorial demonstrating the features of EasyMailer II; the fourth is a reference guide. Instructions accommodate variations between single-sided and double-sided drive procedures.

Since EasyMailer II is an extended function of the EasyWriter II program, you should read that manual first. The EasyMailer II manual assumes the user understands the features and operating procedures for EasyWriter II.

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APPENDIX A-1

CHAPTER 1 — INSTALLATION

To operate EasyMailer II, or any such complementary program, you Select "9. Extended Functions" from the Main Menu of EasyWriter II. You then enter the two-character Function Selector (em for EasyMailer II) identifying the program. (If you have 160K drives, you insert the EasyMailer II diskette.)

The following procedures tell you how to either create a separate EasyMailer II diskette (160K drive users), add EasyMailer II to your EasyWriter II diskette (320K drive users), or install it on a hard disk. Follow the instructions that apply to your hardware configuration.

Single-Sided Diskette

Refer to the installation procedures at the front of the EasyWriter II manual and do the following:

- Create an EasyWriter II System diskette.
- Create an EasyWriter II Housekeeping diskette.
- Use the DOS FORMAT and COPY commands to make a copy of the EasyMailer II diskette.

You are now ready to proceed to Chapter 2.

Double-Sided Diskettes

1. Refer to the installation procedures in Appendix E of the EasyWriter II manual and create an EasyWriter II program diskette which contains both System and Housekeeping files.

2. Use the DOS FORMAT and COPY commands to make a working copy of the EasyMailer II diskette which came with this manual.

   Put the master copy away.

3. Bring the DOS prompt (**A:**) to the screen.

4. Place the working copy of EasyMailer II in Drive A and your EasyWriter II diskette in Drive B.

5. With the DOS prompt (**A:**) on the screen, type the following exactly as you see it:

   copy es*.* b:

   Press **RETURN.**

6. When the DOS prompt (**A:**) returns to the screen, remove your diskettes. They are now ready to be used.

Hard Disk System

1. Refer to the installation procedure in the EasyWriter II manual and copy EasyWriter II onto a hard disk.

2. Use the DOS FORMAT and COPY commands to make a working copy of the EasyMailer II diskette which came with this manual.

3. Set the default drive to a floppy diskette drive.

4. Place the copy of EasyMailer II in the default drive.

5. The symbol **X** in the next instruction stands for the letter which identifies the drive where you keep EasyWriter II. Instead of typing **X**, type the appropriate drive letter. (On a partitional hard disk drive, check that the current directory contains your EasyWriter II files.)

   Type:

   copy es*.* x:

   Press **RETURN.**

   When the DOS prompt (**X:**) returns to the screen, the installation of EasyMailer II is completed.

CHAPTER 2—GETTING STARTED

System Overview

What is EasyMailer II and What Can It Do?

How have you in the past prepared form letters to be mailed to many different destinations?

Most likely you first gathered your mailing list and decided what personal information you wanted to include in the letter. Then you wrote a form letter or "template," leaving strategically placed blanks where you would later insert individual names, addresses, and other appropriate details.

Next, you typed the template letter over and over again, including in each letter the information that would make it personal. This was boring, expensive, and time consuming! Or you may have mimeographed or photocopied the basic template and typed or written the personal details in the blanks. This took less time, but did not look very professional or personal. Finally, you had to address an envelope for every letter.

With *EasyMailer II*, you still type the template letter, but rather than leaving blanks, you insert codes in appropriate locations and store the template on a data disk. Instead of photocopying the template letter, you instruct the computer to print a personalized version for each recipient, with name, and all other individual details automatically inserted in the proper places and with the proper spacing. Mailing labels, as many copies as you need, are printed just as easily, using a template and codes.

You compile a list of names, amounts, addresses, and other relevant data. The list is permanently stored on disk, is easily updated, and can be sorted and resorted according to many different criteria. When it's time to mail letters, you simply specify which list (or part of a list) you wish to print and which document you want to use with the list. As the computer encounters each code in the template document, it retrieves the relevant information for each recipient and prints it with proper spacing where you have previously specified.

You create both name lists and template letters as *EasyWriter II* documents, incorporating any desired typographical feature of *EasyWriter II*, boldfaced type, underline, or any of the special fonts *EasyWriter II* can create.

If you are familiar with the operation of *EasyWriter II*, all you need to learn to operate the mailing feature are the methods for building and sorting a Names List, drafting templates, and printing them.

The next few pages describe the rules to create Names Lists and template letters. The following section gives an overview of the various options for printing letters and labels and for sorting information.

EasyMailer II can do more than create form letters, though the focus of this manual is on creating form letters and labels. The same procedures used to create form letters and labels can be applied to any document where you would want to sort and merge data.

Key Words and Concepts

Here are some definitions of words and concepts as they are used in this manual. They will become very familiar to you as you read through the manual.

RECORD — A *record* is a set of related data containing *fields* of information. For example, the name of a customer, along with other information relating to that customer, such as address, telephone number, credit rating, and contact person, constitutes a *record*. The individual pieces of information (telephone number, for example) are *fields* of that *record*.

LINE — Each *line* of a Names List contains one record. Records in *EasyMailer II* are organized along *lines*, one record per line. Because each line consists of just one record, these two terms, lines and records, are used interchangeably in this manual.

FIELD — A *field* is a piece of information, a subset of a record or line. A name is an example of the contents of a *field*. So is a street address or state, or unpaid balance.

NAMES LIST — A Names List is a list of records. A Names List contains one or more lines, each of which is a record.

RULER — You know rulers from *EasyWriter II*. A Ruler in *EasyMailer II* has an additional function. Rulers are used to define the number and length of fields for each record.

TEMPLATE — A template is a form letter model that contains coded replacement fields (blanks) to be filled with information from records (lines) on the Names List. The template can be for a letter, labels, forms, or anything you want to produce in quantity and merge information with.

FIELD SELECTOR CODES — Field selector codes tell *EasyMailer II* what information to retrieve from a Names List, and how to print that information. The "at" sign (@) is the first character of a field selector code. It is followed by the field number so the program knows what field to put in the form when it is printed. Sometimes an optional field selector code is inserted between the @ and the field number.

OPTIONAL FIELD SELECTOR CODE — Optional field selector codes go before the field number in the template. They tell the program to do special things with the information in the field. For example, the optional field selector code prefix *f* tells the program to flip the contents of the field around the first comma and delete the comma.

Here is an example of a Names List containing three Records, one per Line. Each Line, or Record, has four Fields.

Field 1	Field 2	Field 3	Field 4	
000-34-2479	Evans, Terry	(555) 555-3314	A	**Line 1**
000-00-5016	Lange, Helene	(555) 555-0987	B	**Line 2**
000-24-7914	Harris, Nicolas	(555) 555-3456	C	**Line 3**

The following text explains the basic concepts of *EasyMailer II*. Once you have read this and completed the tutorial, you will be ready to use the product.

Names Lists

Description and Structure

Typically, the Names Lists you compile will consist of addressee (client, or contact names) and useful details like the person or company's address, telephone number, business or occupation, outstanding balance, credit rating, and so on. Each record is a line on a Names List. Despite its name, a Names List does not have to be a collection of names. It can contain a variety of information which you might wish to sort and insert into another document.

Names Lists are Composed of Lines

For each addressee, company or entity on a list, you can record one line of information. Each line contains one record. That line cannot exceed 255 characters in length. It may be shorter, but it cannot be longer than 255 characters.

Probably only a portion of this line will be visible as you view the screen. You will need to *scroll* left and right to view the whole line unless the line is 80 characters or less. The HOME and ARROW keys are useful for scrolling rapidly to the desired field.

Lines are Composed of Fields

Each line on the list is divided into "fields," each field containing a detail associated with the particular entity, such as name, telephone number, or address. Here is an example of a line with 3 fields.

```
Dr.      Michaels, Jane          $100,000.00
```

In this example, there is a title field, a name field, and a credit limit field.

A line may have as many as fifty fields, or as few as one, but every line in a list will have the same number of fields in exactly the same format, even if some fields of particular lines are empty. Before assembling a list, therefore, decide how many fields to set aside to handle all the details you have in mind.

You can assign whatever length you want to each field in a line. A field may be as short as one character, or as long as 255 characters. So, in addition to calculating the number of fields you will need per line, you will have to leave a blank large enough for the longest item you intend to put in the field.

Since the screen will scroll automatically when you reach the limit of the characters visible on one screen, you might want to set up your Names List so that when the screen scrolls, a field will not be split on the screen. The following page demonstrates the scrolling effect as you view a Names List of over 150 characters.

If you have plenty of space on the Names List to allot extra characters to the field, it's a good idea to do so. However, the program will work just as well whether a field is split on the screen or not.

LAST NAME, FIRST NAME	STREET ADDRESS	CITY	STATE	PRODUCT 1	PRODUCT 2	SALESPERSON
Lincoln, Anna	341 N. Main Street	Deerfield	Illinois	EasyFiler		Peter Palmer-Persen
Hastings, Catherine	1056 Arrow Court	Portsmouth	Virginia	Accounts Receivable	General Ledger	Vance Arcieri
Jackson, Phillip	1812 French Way	Portland	Oregon	EasyPlanner		MaryBeth Harvey
Kingsley, Richard	1 Windsor Way	Jericho	New York	EasyWriter II	EasyPlanner	Tony Wilson
Madison, James	2314 Lincoln Avenue	Venice	California	General Ledger	Accounts Payable	Stan Hankamer
Regis, Elizabeth	97 Canal Street	New Orleans	Louisiana	EasyFiler	EasyWriter II	Dean Sullivan
Stuart, Emily	1348 Dover Avenue	Phoenix	Arizona	Inventory Control	Order Entry	Wendy Rousell
Washington, Martin	8 Wall Street	New York	New York	EasyWriter II	EasySpeller II	Ezra Martinetti

LAST NAME, FIRST NAME	STREET ADDRESS	CITY	STATE	PROGRAM 1	PRODUCT 2	SALESPERSON
Lincoln, Anna	341 N. Main Street	Deerfield	Illinois	EasyFiler		Peter Palmer-Persen
Hastings, Catherine	1056 Arrow Court	Portsmouth	Virginia	Accounts Receivable	General Ledger	Vance Arcieri
Jackson, Phillip	1812 French Way	Portland	Oregon	EasyPlanner		MaryBeth Harvey
Kingsley, Richard	1 Windsor Way	Jericho	New York	EasyWriter II	EasyPlanner	Tony Wilson
Madison, James	2314 Lincoln Avenue	Venice	California	General Ledger	Accounts Payable	Stan Hankamer
Regis, Elizabeth	97 Canal Street	New Orleans	Louisiana	EasyFiler	EasyWriter II	Dean Sullivan
Stuart, Emily	1348 Dover Avenue	Phoenix	Arizona	Inventory Control	Order Entry	Wendy Rousell
Washington, Martin	8 Wall Street	New York	New York	EasyWriter II	EasySpeller II	Ezra Martinetti

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Hastings, Catherine	1056 Arrow Court	Portsmouth	Virginia	Accounts Receivable	General Ledger	Vance Arcieri
Jackson, Phillip	1812 French Way	Portland	Oregon	EasyPlanner		MaryBeth Harvey
Kingsley, Richard	1 Windsor Way	Jericho	New York	EasyWriter II	EasyPlanner	Tony Wilson
Madison, James	2314 Lincoln Avenue	Venice	California	General Ledger	Accounts Payable	Stan Hankamer
Regis, Elizabeth	97 Canal Street	New Orleans	Louisiana	EasyFiler	EasyWriter II	Dean Sullivan
Stuart, Emily	1348 Dover Avenue	Phoenix	Arizona	Inventory Control	Order Entry	Wendy Rousell
Washington, Martin	8 Wall Street	New York	New York	EasyWriter II	EasySpeller II	Ezra Martinetti

You make these decisions before you record any information in the list. If you discover after the fact, for example, that a client you wish to add has a name thirty characters long, and the field for names is only twenty characters, you will have to abbreviate the client's name, or revise every other record to conform to a newer, more spacious field structure unless you create a second Names List document with a format that accommodates the longer name.

Although it's wise to plan your Names List before setting it up, it is good to remember that a Names List, like any other *EasyWriter II* document, can be edited at any time.

Guidelines for Designing a Names List

- Determine the number of details to be included in each record, details like name, street number, town, country, phone number, etc.

- Assign one field for each detail, up to a maximum of fifty fields.

- Allot as many characters per field as necessary, provided the combined lengths of all the fields in a line does not exceed 255 characters.

How Many Records Can the Program Handle?

In planning your Names List or lists it may become apparent that the number of records you plan on entering is much greater than the 54 lines normally contained on an *EasyWriter II* page. Keep two points in mind:

- Names Lists are only limited to one page when you use the Sort function. Names lists can consist of as many pages as you can fit on your diskette if you do not intend to use Sort or are willing to plan ahead of time.

  For example, if you are intending to create a large list that you wish to sort alphabetically, you can enter data on separate pages; putting all of the a's on page 1, all of the b's on page 2, and so on.

  Lists could be logically broken down by geographic, numeric, or any other data that allows a simple breakdown of data.

- *EasyWriter II* is capable of storing pages of much more than 54 lines; that limitation is linked to the size of a standard sheet of paper. The real limit is much higher.

  Caution

  The number of lines of text that you can enter before reaching the "page full" condition is hard to predict. *Do not* operate *EasyWriter II* under the page full condition. If you receive the "Page Full. Press F1." error message, or if you find that your cursor movement is restricted, delete lines until the condition is corrected. If you anticipate operating near the page full condition, it is wise to back up your data.

Just as with *EasyWriter II*, when using the Print Letters function, you can queue up projects. This way you can maintain multiple Names Lists (one for a's, one for b's, and so on) and still merge them with the template with relative ease. Just queue up one print run after another, each with a new Names List and the same letter template.

Allocating the Line Space for a Names List

Here's how you might design a list recording the following information:

Title
Name
Street address
Remaining line of address
(City, State or Province, Postal Code)
Telephone number

- Number of desired fields is 5.

- Desired length for each field is as follows:

Title field length 6

Titles will not exceed 6 characters since long titles can be abbreviated.

Name field length 35

Suppose the longest name you expect to record is "Wellington Alexander Williamson." You need to set aside at least 31 spaces for the name field: one for every letter, and two for the spaces between the names. To be on the safe side, you'd probably want to set the length at 35 characters. Therefore, the name field length is 35.

Street Address field length 40

Let's say the longest street address you plan to record is "18861 Northwest San Francisco Avenue." That requires 36 characters. So the address field, allowing for extra characters, would be 40 characters.

Remaining line of address 46

If the longest remaining line of any address you plan to record is "St. Francis Island, California 94706," you would need 36. Since we have room, let's allocate 10 extra characters in this field. So the field would be 46 characters.

Phone Number field length 14

No phone number will exceed 14 characters: ten digits, two parentheses, one space, and one hyphen. The phone number field would be 14.

Total number of characters in all fields 140

Because the total number of characters in all fields does not exceed 255, everything will fit on a single line. If the total had exceeded 255, you would have to abbreviate some field entries, or leave out some details in order to make the total equal to or less than 255 characters.

Ruler Guidelines

Rulers Define Fields

- One ruler defines the field boundaries for all records in the Names List. Place this ruler at the first record line in the Names List.

- For printing purposes, only the *first* ruler you assign to a Names List document identifies the location of fields.

Setting up Fields

- The line on which the first ruler appears is known as "Line 1" of the Names List.

- The first field in a line begins at Space 1 in the Margin line, regardless of the location of the L (Left margin indicator).

- The fields of a line in a Names List are laid down, end to end, from left to right.

- The program numbers fields according to their position in the line: the field at the extreme left is Field 1; the next field is Field 2, and so on.

- Each vertical bar in the Margin Line marks the starting position of another field.

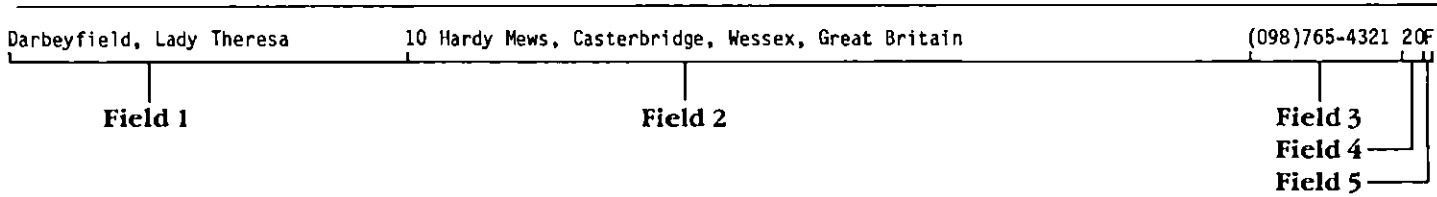
- The second field of a line begins at the location of the first vertical bar (|) entered on the Margin Line. (The vertical bar is located to the left of the BACKSPACE key on the keyboard.)

- You set the location of vertical bars the same way you set locations for margins; move the cursor to the desired position, and press SHIFT and "|".

- The right margin of the ruler indicates the end of the last field in the line. We strongly recommend you use only "N" (non-adjusting) to set the right margin. If you use either "R" or "J" to set the margin and mistakenly press Adjust, the program can draw the contents of a field into the empty spaces of a previous field and will ignore field boundaries. You will end up with one solid line of text instead of a line of data delimited by fields.

The illustration on the next page shows how the ruler for the hypothetical Names List designed earlier would look.

```
Ruler [sample  ] from Document [N ]
.....1.....2.....3.....4.....5.....6.....7.....8.....9.....0.....1.....2.....
                        Margins (L,R/J/N)
L.....:.....:.....:.....|...:.....:.....:.....:.....:.....:.....:.....|.....:....|.|N..
                           Tabs (T)
.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....
                        Decimal Tabs (D)
.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....:.....
                           Center (C)
.....:.....:.....:.....:.....:...C.....:.....:.....:.....:.....:.....:.....:.....:.....
Character pitch: [10] characters/inch.  Line spacing: [ 6] lines/inch.
```



Vertical Bars Act as Tabs

- You do not need to set tabs on the Tab line of the ruler for a Names List. The broken vertical line operates as a tab when you are editing a document. Each time you finish typing in a field, press TAB and the cursor advances to the beginning of the next field.

  If regular tabs are set on the Tab line, the cursor stops at them as well. This is usually annoying rather than useful. When decimal fields are included in a Names List, however, you may want to enter a decimal tab directly under the decimal point in a field so that you can conveniently tab to that starting point during data entry. (To do this, enter "d" at the appropriate space on the Decimal Tab line of the ruler.)

Rulers Define Records

- The line on which the first ruler appears is known as "Line 1" of the Names List.

- Any text preceding the first ruler (that is, text falling within the jurisdiction of the default ruler) is ignored by the program.

- The program will not sort a Names List unless the ruler contains at least one broken vertical bar.

Sorting a Names List

You can use the Sort command to change the order of the records in a Names List.

- Position the cursor in the Names List anywhere in line 1 of the Names List. The program will sort down the list starting with the line the cursor is on.

- Press and hold down the CTRL/SHIFT/5 keys to instruct the program to Sort.

- The program responds by displaying the following form at the top of the screen display.

```
Sort Field: [  ]  Ascending/Descending: [A]
```

The number entered in the first blank is the Field by which you want the program to sort the records of a Names List.

- Enter the field number by which you want the program to sort the lines of the Names List. You can sort by only one field at a time. But by making successive sorts, by different fields, you can arrange the Names List into an order based on a hierarchy of several fields.

  Entering "A" (the default) in the second blank of the form directs the program to rank records by ascending alphabetical order, that is, A's to the top of the page, Z's to the bottom of the page. Entering "D" ranks by "Descending" order, Z's to the top of the page and A's to the bottom.

The following diagram illustrates this incremental sorting technique. The example Names List consists of six lines of data and two extraneous blank lines. Each line contains the following fields of data:

Field 1—Given name
Field 2—Surname
Field 3—Country

Let's suppose you want the list sorted alphabetically by surname. Where surnames are identical, you want them sorted next by given name, and where both surnames and given names are identical, you want the final sort to be by country. That makes the hierarchy of fields 2, 1, 3. In order to achieve this hierarchy, you make three successive Sorts, specifying field numbers in *reverse* order to the hierarchy you desire. That is, you sort first by Field 3, then by Field 1, and finally by Field 2.

You can sort by just *one field* at a time, and no more than *one page* of a Names List document at a time. You can sort *less* than a full page of a Names List, because the Sort command only affects records lying *between the cursor location and the next ruler* at the time you issue the command.

Unlike the Print Letters function, Sort interprets the location of fields according to the active ruler — the one controlling the line in which the cursor resides at the time the Sort command is

given. This applies to *any active ruler with at least one vertical bar on its Margin line*, including the default ruler if it has a vertical bar. If the program encounters an active ruler *without* any field bounderies in the course of sorting, it will issue an Error Message advising you the "Ruler Must Have Fields."

Here is how the list changes, Sort by Sort:

The list in its original condition:

Headnote ▸	FIRST	LAST	COUNTRY	◂ **First Ruler**
Record 1 ▸	John	Smith	United States	
Record 2 ▸	John	Smith	Canada	
Record 3 ▸	Marie	Johnson	New Zealand	
Record 4 ▸	Bevan	Thomas	Wales	
Record 5 ▸	Mary	Johnson	Great Britain	
Record 6 ▸	Anton	Adams	Australia	◂ **Second Ruler**

How it looks after Sorting by Field 3:

Headnote ▸	FIRST	LAST	COUNTRY	◂ **First Ruler**
Record 2 ▸	John	Smith	Canada	◂ **Cursor**
Record 5 ▸	Mary	Johnson	Great Britain	
Record 3 ▸	Marie	Johnson	New Zealand	
Record 1 ▸	John	Smith	United States	
Record 4 ▸	Bevan	Thomas	Wales	
Record 6 ▸	Anton	Adams	Australia	◂ **Second Ruler**

How it looks after Sorting by Field 1:

Headnote ▸	FIRST	LAST	COUNTRY	◂ **First Ruler**
Record 4 ▸	Bevan	Thomas	Wales	◂ **Cursor**
Record 2 ▸	John	Smith	Canada	
Record 1 ▸	John	Smith	United States	
Record 3 ▸	Marie	Johnson	New Zealand	
Record 5 ▸	Mary	Johnson	Great Britain	
Record 6 ▸	Anton	Adams	Australia	◂ **Second Ruler**

How it looks after Sorting by Field 2:

Headnote ▸	FIRST	LAST	COUNTRY	◂ **First Ruler**
Record 3 ▸	Marie	Johnson	New Zealand	◂ **Cursor**
Record 5 ▸	Mary	Johnson	Great Britain	
Record 2 ▸	John	Smith	Canada	
Record 1 ▸	John	Smith	United States	
Record 4 ▸	Bevan	Thomas	Wales	
Record 6 ▸	Anton	Adams	Australia	◂ **Second Ruler**

You use the Sort command when in editing mode and, of course, once you execute the Sort command, the order of the lines in the list will be changed. Therefore, if you wish to preserve the presorted order, use the Copy Documents function from the System Functions Menu of *EasyWriter II* to make a duplicate record before you edit and Sort a list.

If you don't want to take up diskette space copying the document, you can add a numbered field to your list. Any time you want the list back in the original order, sort by that sequentially numbered field.

Template Letters

Creating a template letter is like creating a conventional form letter except that you are relieved of the problem of leaving space suitably large enough for lengthy insertions, but conspicuously oversized for short items.

With *EasyMailer II*, instead of leaving a blank space, you type codes instructing the program to insert relevant details. The program automatically adjusts the spacing when it inserts these details.

Automatic Text Adjustment

As it prints each copy of the template letter, the program parts the text to insert the field or fields you specified with the code. For example, it creates a gap three spaces wide to print the name "Doe" in one letter, and eleven spaces wide to print "Dostoyevsky" in another letter.

Retrieve Data by Field Number

Type the number of the field, preceded by "@", in the template letter exactly where you want that particular field printed. For example, to indicate you wish to have the contents of Field 1 printed at a particular location, you type "@1" in the desired location in the template letter. Field 2 is coded as "@2", Field 3 as "@3", and so on. However, note that if two codes are used together (for instance, @3@7), the second field will not necessarily begin at the @ sign. It will begin after the first field has been printed.

Optional Field Selector Codes

There are optional field selector codes you can use to exercise special control over the form in which a field's contents appear. Optional field selector codes go between the "@" and the field number.

@f4 Flip the contents of Field 4 around any comma; then delete the comma. For example, if the contents of Field 4 were "Doe, John," the program would print "John Doe."

@a2 Print only the contents *after* the comma in Field 2.

@b2 Print only the contents *before* the comma in Field 2.

@d9 Do not print the text from this point up to the trailing "@s" code when Field 9 is empty. (See the Reference Section of this manual for details and examples.)

@n10 Print the full length of Field 10 including any leading or trailing blanks.

@c Print the current date as entered in the "Set Date" function of the Main Menu.

@n6 Print the full length of Field 6 including any leading or trailing blanks.

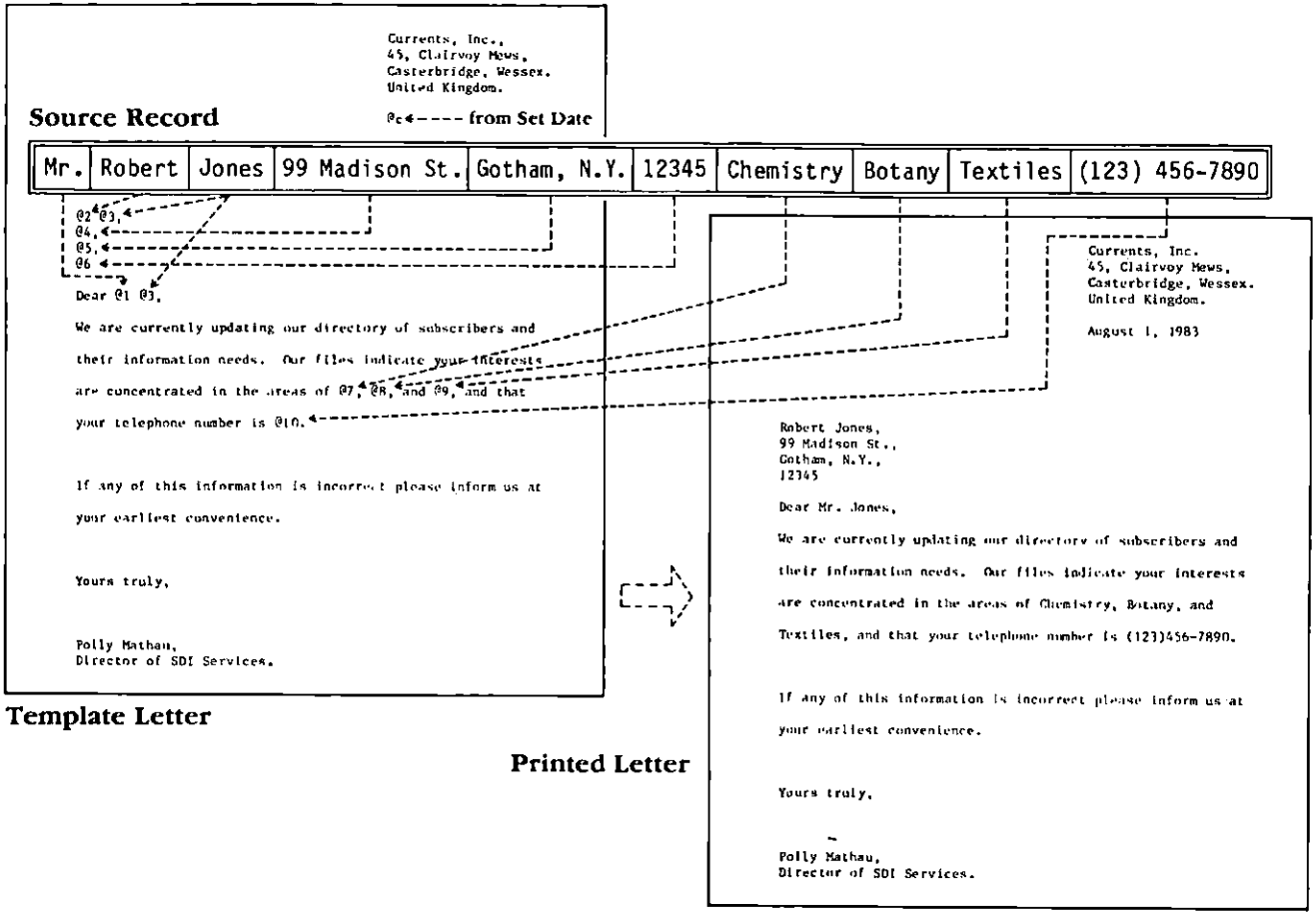
All these codes are explained with examples in the Reference section of this manual.

Setting Inserted Detail in Fonts

When writing the template letter, you can take advantage of every feature of *EasyWriter II* including special fonts. To request a font for any field, just set the field selector code for that field in the desired font.

The diagram following illustrates how the program merges a record from a Names List with a letter template to produce a personalized letter.

Beside the template letter is the printed letter with the information inserted in the appropriate places.


Currents, Inc.,
45, Clairvoy Mews,
Casterbridge, Wessex.
United Kingdom.
Source Record
@c ---- from Set Date
Mr. | Robert | Jones | 99 Madison St. | Gotham, N.Y. | 12345 | Chemistry | Botany | Textiles | (123) 456-7890
@2 @3,
@4,
@5,
@6
Dear @1 @3,
We are currently updating our directory of subscribers and
their information needs. Our files indicate your interests
are concentrated in the areas of @7, @8, and @9, and that
your telephone number is @10.
If any of this information is incorrect please inform us at
your earliest convenience.
Yours truly,
Polly Mathau,
Director of SDI Services.
Template Letter
Currents, Inc.
45, Clairvoy Mews,
Casterbridge, Wessex.
United Kingdom.
August 1, 1983
Robert Jones,
99 Madison St.,
Gotham, N.Y.,
12345
Dear Mr. Jones,
We are currently updating our directory of subscribers and
their information needs. Our files indicate your interests
are concentrated in the areas of Chemistry, Botany, and
Textiles, and that your telephone number is (123)456-7890.
If any of this information is incorrect please inform us at
your earliest convenience.
Yours truly,
Polly Mathau,
Director of SDI Services.
Printed Letter

The Print Letters Function

You can have as many different Names and letter templates as you like. Each is a separate document; the number you can store on a disk is only restricted by the amount of remaining space on the disk. But because the letter printing element of the *EasyMailer II* Function identifies Letters and Names Lists by their document numbers, you can only print using a template letter and Names List from the open File Folder.

Therefore, before you can print letters with *EasyMailer II*, you must first open a File Folder containing the letter template and Names List you wish to use. If the two desired documents don't share the same File Folder, you'll have to copy one to the other's File Folder using the Copy Documents function of *EasyWriter II*.

After opening the relevant File Folder, you select "9. Extended Functions" from the *EasyWriter II* Main Menu. (If your *EasyMailer II* program is on a separate diskette from your *EasyWriter II* diskette, you then "swap" the System Diskette for the *EasyMailer II* Function Diskette.) A "Function Selector" form appears, in which you type the two-character Function Selector for *EasyMailer II*, that is, "em". Once you confirm the Function Selector, the Print Letters video form comes to the screen.

Filling in the Form

To fill in the Print Letters video form you do the following:

1. Specify the document number and pages of the template Letter to be printed.

2. Specify the document number of the Names List.

3. Specify the range of records to be printed from the Names List. This range is defined using the line numbers of the *Name List*. These are *not* the lines of the document, but the lines of the Names List, Which begins at the first ruler you assigned the document.

   To print all records in a Names List, enter "1" as the starting number and either enter the exact number of the last line that you want printed, or accept the default "9999" as the ending number.

4. Specify how many copies of each letter you want. (For letters, you would most often want only one copy, but for labels you might want multiple copies.)

   Note that the *EasyMailer II* Print Letters function prints all copies requested for one record before proceeding to print all copies for the next record on the Names List. For example, if three copies are requested, the program prints three labels for Mary Johnson, then three labels for Thomas Jones, and so on.

   To produce three separate sets of labels, each containing one label per record on the Names List, specify just one copy. Then request three separate printings.

5. Specify how many letters or labels you wish to print between perforations on your continuous forms paper.

6. Specify how many spaces to indent.

7. Specify whether you want the printer to print letters automatically on continuous forms paper or to pause after each page so you can insert the next piece of paper, card, or envelope. The defaults for indent and automatic feed are controllable through the Edit System Parameters function of *EasyWriter II*.

Special Features

Printing Labels

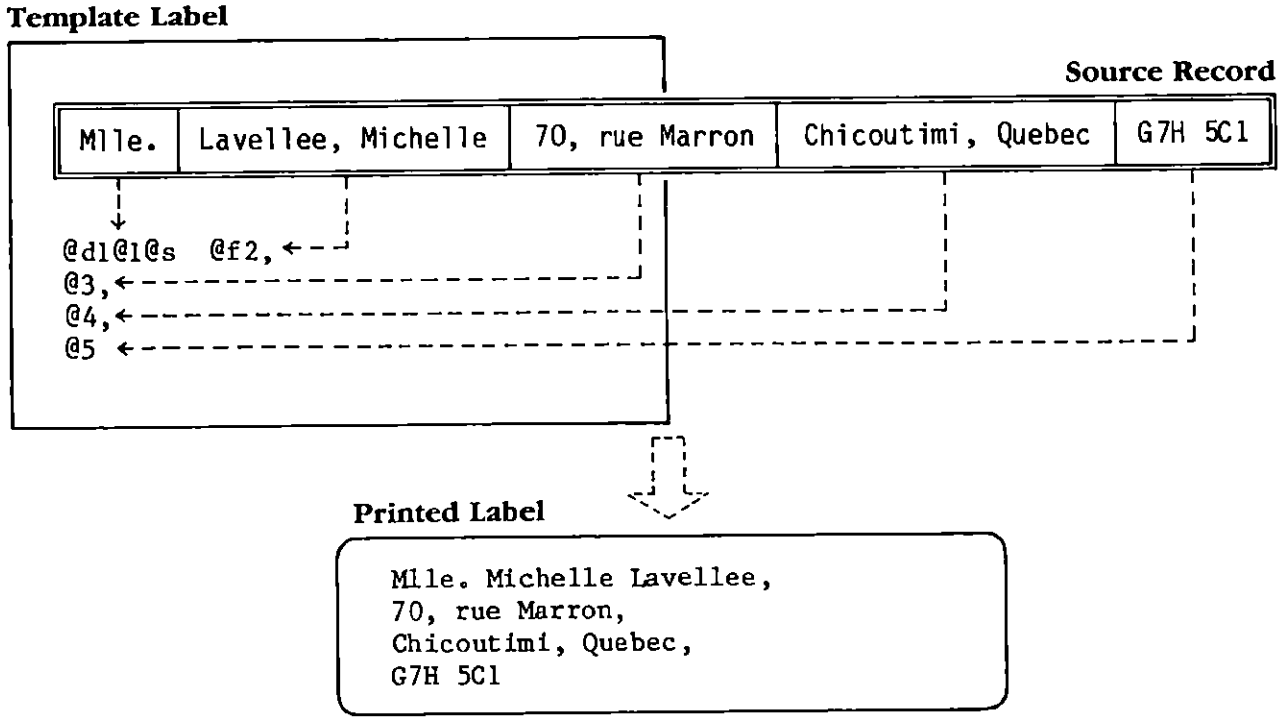
It isn't very likely you would print multiple copies of each person's letter, though you can with *EasyMailer II*. However, it may be the case that you need multiple copies of an address label, for example, for separate packages which go out with letters.

Creating and printing labels is similar to creating and printing template letters. Generally, in a Names List you would distribute details of a person's address over three or four fields, one field for the number and street name, another field for the city and state or region, a third for the postal code and a fourth, perhaps, for the country.

To design a mailing label template, you create a document like the one following. It defines a printed product four lines long, containing six fields: title, name, street and number, city, state, and postal code.

To print labels, go to the Print Letters video form and specify the Names List and line range; then specify the label template document number.

Obviously, your Names List would most likely contain many more details than you put in your mailing label template. Only the details you put in the template will be printed. So the same Names List could serve for both the letter and label template documents or even for many different template documents. (Incidentally, the same template document could serve for many Names Lists, also.)


Template Label
Source Record
Mlle.
Lavellee, Michelle
70, rue Marron
Chicoutimi, Quebec
G7H 5C1
@d1@1@s @f2,
@3,
@4,
@5
Printed Label
Mlle. Michelle Lavellee,
70, rue Marron,
Chicoutimi, Quebec,
G7H 5C1

Number of Copies

The Letters per Page setting refers to the number of documents (or templates) per form that you want to print on continuous forms pages. The number you enter represents the number of "letters" (really labels) the program will print before feeding in a new form. You could use this option to print on strips of continuous form labels.

> Example 1—If you specify you want 3 copies of every label, with 3 "letters" per page, the program will print a label accompanied by two duplicates on each page.
>
> Example 2—If you specify you want 2 copies of every label, with 12 "letters" per page, the program will print two copies of 6 labels on the first page and 2 copies of 6 labels on the next page and so on down the list.

The Print Letters form for *EasyMailer II* and the Print List form for *EasyWriter II* have similar print options. If you choose the automatic option (by entering "a"), the program prints all letters or labels without stopping. If you don't want to use continuous-forms paper, you can have the program pause between letters to allow you to insert paper, labels, envelopes, cards, or forms.

Like the Print List form (option 4 from Main Menu), you can queue up documents for printing.

Where to Now?

Following this section is a "hands-on" introduction to *EasyMailer II* which gives practical experience using the program. Doing the tutorial will reinforce what you have read in this section. While you are doing the tutorial, you will probably think of many applications for the program that suit your particular needs and interests.

The Reference Section follows the tutorial. Consult it for a detailed summary, examples, and procedures for Field Selector Codes, Rulers, Sort, and Printing.

CHAPTER 3—HANDS-ON INTRODUCTION TO EASYMAILER II

This tutorial is a way to learn about *EasyMailer II* by doing. By following the step-by-step instruction for creating a hypothetical mailing list and template letter, you will not only learn the program, but you will also get ideas about ways in which you can use *EasyMailer II* for your own particular needs.

In this tutorial we are going to create a Names List for a hypothetical organization, the Musical Arts Society of Kensington City. Then we will create a template letter to send form letters to all the people on the Names List.

Each letter will contain information specific to the addressee even though it will be done through the form letter (template). Some letters will ask for a contribution; other letters will thank the addressee for a donation already made.

Late developing information concerning changes will be added to the Names List and each letter will contain the appropriate information. All this is done with one *EasyMailer II* template letter and one Names List.

What You Need to Get Started

- Familiarity with *EasyWriter II*, especially editing and ruler functions.
- *EasyWriter II* System diskette with *EasyMailer II* installed on it.
- An *EasyWriter II* data diskette on which there is a File Folder with room for at least three more documents.
- A printer (your *EasyWriter II* system should be configured for the printer before you begin).

Creating the Names List Document

1. Start the *EasyWriter II* program, and open the File Folder.

2. Select Edit from the Main Menu, assign a document number, and name the document, "Names List".

3. Press **RETURN** to get into the document.

Creating the Optional Header for the Names List

A Names List can contain information other than records; because the List officially starts at the first ruler, you can enter helpful information before you assign the Names List ruler.

We are going to place headnote lines above the Names List to record some useful facts about the Names List and to act as a reminder for future reference.

This Names List will have 5 records (5 lines). Of course, in the real world Names Lists would contain many more than 5 records.

For each person on the Names List, we will record 13 pieces of information, so we need 13 fields.

1. Title
2. Last name, first name
3. Number and street
4. City
5. State, province, or county
6. Postal code
7. Country
8. Series
9. Donation
10. Member
11. Non-member
12. Place of XYZ Quartet
13. Place of Albany Brass

Before setting up the fields on the ruler, let's put a headnote on the document. Without assigning any ruler to the document, type the following:

1. Title
2. Name — last, first
3. Street address
4. City
5. State/province/county
6. Postal
7. Country
8. Series
9. Donation
10. Member—Yes = M, No = blank
11. Member—No = N, Yes = blank
12. Place XYZ Quartet
13. Place Albany Brass

Starting on a new line, type the following:

SORT: 2, 10d, 6

Creating the Ruler for the Names List

1. Press **RETURN** and make sure that the cursor is at the beginning of a new line.

2. Give the ruler command, simultaneously pressing **SHIFT** and **PF1**.

3. At the ruler name field type, **NAMES1**. Press **TAB**. Press **TAB** again to move past the default document number.

4. On the margin line indicate the left margin (L) at the first space. Place field boundary characters at the following spaces. (The field boundary character is the broken vertical line [|], located next to the BACKSPACE key on the keyboard. It is the uppercase symbol, so press SHIFT.)

   Don't forget that the left side of the Status Area at the top of your screen tells you at which Space number the cursor is at all times.

Margin Line:

Type "|" at Space 7.
Type "|" at Space 34.
Type "|" at Space 61.
Type "|" at Space 80.
Type "|" at Space 97.
Type "|" at Space 122.
Type "|" at Space 142.
Type "|" at Space 144.
Type "|" at Space 155.
Type "|" at Space 157.
Type "|" at Space 161.
Type "|" at Space 179.

5. Type **N** at Space 197 to indicate the right margin of the Names List. Always use a nonadjusting (N) right margin for this purpose. Press **TAB**.

6. On the Tabs line, use the spacebar to erase any tab markers which may appear by default. Press **TAB**.

7. On the Decimal tabs line, type **D** at Space 151.

8. Correct mistakes by pressing TAB to move through the fields of the ruler, typing over errors and using the spacebar to erase incorrect entries.

   When the ruler is correct, press **RETURN** to record the ruler and return to the Names List document.

By placing the field boundary markers where you did, you allocated the following number of spaces for each field.

6 characters (spaces) to Field 1 (to be used for a title)
28 characters to Field 2 (for last name, comma, first name)
27 characters to Field 3 (for house number and street)
19 characters to Field 4 (for city)
17 characters to Field 5 (for state, province, or county)
10 characters to Field 6 (for postal code)
25 characters to Field 7 (for country)
2 characters to Field 8.(for Series subscribed to)

11 characters to Field 9 (for amount of donation)

This field has a decimal tab. To enter data in this field you will press TAB twice, once to get to the field boundary, once to move to the position of the decimal tab. You may wish to review the use of the decimal tab in your *EasyWriter II* manual.

The decimal tab enables you to enter the amount of donations conveniently, since each number moves one space to the left until you enter a decimal point.

2 characters to Field 10 (for member)

This field is crucial for controlling which paragraph in the template letter gets printed. You leave this field blank if the donation is under $500.00 and you enter "M" if the donation is over $500.00.

4 characters to Field 11 (for non-member)

Like Field 10, this field is crucial for controlling which paragraph in the template letter gets printed. You leave this field blank if the donation is over $500.00 and you enter "N" if the donation is less than $500.00.

NOTE

For any given record only one of these fields may contain data. One must be blank. The existence of data in these fields will serve as a key to *EasyMailer II*; the nature of the data is irrelevant.

18 characters to Field 12 (place of XYZ Quartet performance)

18 characters to Field 13 (place of Albany Brass performance)

Entering Records on the Names List

After typing each of the following items of information, press TAB to advance to the beginning of the next field. The first person on the list will be you. Make sure the information you enter fits within each field boundary, even if you have to abbreviate.

Field Number	Starts at Space Number	Contents of Field
1.	1	Type your title. Abbreviate if necessary to make it fit in the allocated space for that field (6 spaces).
2.	7	Type your last name followed by a comma, a space and then your first name: for example, "Burrowes, Terry"
3.	34	Type your street address.
4.	61	Type the name of your city. (The screen will scroll to the left when you pass Space 77.)
5.	80	Type the name of your state, province or county as it appears in your address.
6.	97	Type your postal code.
7.	122	Type the name of your country, abbreviating where necessary to fit it into the field.
8.	142	Type "B" for the Series of concerts you are subscribing to in this hypothetical situation.

9. 144 When you reach the beginning of this field, press **TAB** once again to bring you to the decimal place in this field. You can check that you are in the right place by looking at the ruler which is always at the top of the document. You put a decimal tab at Space 151 in the ruler for this field. As you type in the numbers, they will be moved to the left until you type the decimal point. Type "50,000.00" for your generous donation to the Musical Arts Society. You don't need the dollar sign. That will appear in the template letter.

10. 155 Type "M" because with a donation over $500.00 you become a member of the Musical Arts Society. For non-members this field will remain blank. The template letter will contain a field selector code directing the program to not print the paragraph thanking the recipient if this field is blank.

11. 157 Leave this field blank. For non-members, this field would contain a "N" for non-member. It's crucial that this field remain blank for members. The field selector code in the template will direct the program to not print the paragraph requesting a donation if this field is blank. Since you already gave a generous donation, your letter will not contain the paragraph requesting a donation.

12. 161 We are adding these last two fields to the Names List to inform the subscribers of changes in the locations of certain performances. This field is to inform the subscriber where the XYZ Quartet will be performing for their particular series. For printing purposes we want to make this field right-justified, so after you tab to the beginning of the field, press the spacebar eight times and type "Auditorium".

Check what you have typed against the ruler at the top of the screen. "Auditorium" should be right justified in the field and the cursor should be under the ¦ mark. Because the cursor is already at this mark, *do not* press TAB to advance to the next field. You are already there.

13. 179 This field is similar to Field 12 but is for the place where the Albany Brass is performing. Press the spacebar 5 times and type "Davidson Hall". Like "Auditorium" in the previous field, "Davidson Hall is now right-justified in this field. The cursor should be under the "N" that marks the end of the line.

Insert leading blanks in order to make it line up with "Auditorium" of the preceding field.

If you made any mistakes, type over them to make sure that the correct data is entered in each field. Make sure that Fields 12 and 13 are right-justified. The last character should be on Space 178 in Field 12 and on Space 196 in Field 13.

After typing in the last field, press **RETURN**. Record 1 of the Names List is entered.

Enter the following information for Record 2 of the Names List.

Field 1: **Mr.**
Field 2: **Smith, Steven**
Field 3: **44 Benton Street**
Field 4: **Kensington City**
Field 5: **Wisconsin**
Field 6: **83013**
Field 7: **United States**
Field 8: **A**

Field 9: **600.00** (There's a decimal tab in this field so tab twice to reach Space 151 where the decimal tab is. Then start typing the number. The numbers will stop moving to the left when you type the decimal point.)
Field 10: **M**
Field 11: (Leave this field blank.)
Field 12: **Davidson Hall** (Press the spacebar 5 times before you type this entry in order to right-justify it within the field. Since this brings you to the beginning of the next field, do not press TAB to advance. Just begin entering data in Field 13.)
Field 13: **Opera House** (Leave 7 blank spaces at the beginning of the field so it is right-justified.)

Enter the following information for Record 3 of the Names List.
Field 1: **Sir**
Field 2: **Smith, Paul A.**
Field 3: **501 Basin Street**
Field 4: **Kensington City**
Field 5: **Wisconsin**
Field 6: **83014**
Field 7: **United States**
Field 8: **C**
Field 9: **1,000.00** (There is a decimal tab in this field at Space 151.)
Field 10: **M**
Field 11: (Leave this field blank.)
Field 12: **Opera House** (Leave 7 blank spaces at the beginning if the field so it is right-justified. Remember *not* to tab to the next field)
Field 13: **Auditorium** (Leave 8 blank spaces at the beginning of the field.)

Enter the following information for Record 4 of the Names List.
Field 1: **Dr.**
Field 2: **Smith, Paul**
Field 3: **333 North Scott Avenue**
Field 4: **Edmonton**
Field 5: **Saskatchewan**
Field 6: **V6J 1S4**
Field 7: **Canada**
Field 8: **A**

Field 9: (Leave this field blank. Because of the decimal tab you must press TAB one more time to reach Field 11.)
Field 10: (Leave this field blank.)
Field 11: **N** (This indicates non-member. It is important that this field be filled in order for a certain paragraph to be printed.)
Field 12: **Greek Theatre** (Press the spacebar 5 times before entering this date.)
Field 13: **Auditorium** (Leave 8 leading blanks.)

Enter the following information for Record 5 of the Names List.
Field 1: **Dr.**
Field 2: **Smith, Pauline**
Field 3: **90 Scotland Bridge Road**
Field 4: **Addlestone**
Field 5: **Woking, Surrey**
Field 6: **GU 21 5TT**
Field 7: **United Kingdom**
Field 8: **B**
Field 9: **50,000.00** (This is a decimal field.)
Field 10: **M**
Field 11: (Leave this field blank.)
Field 12: **Opera House** (Leave 7 leading blanks and don't press TAB.)
Field 13: **Greek Theatre** (Leave 5 leading blanks.)

Enter the following information for Record 6 of the Names List.
Field 1: **Miss**
Field 2: **Smith, Pauline E.**
Field 3: **44 Key Boulevard**
Field 4: **Kensington City**
Field 5: **Wisconsin**
Field 6: **83013**
Field 7: **United States**
Field 8: **B**
Field 9: (Leave this field blank. Remember to TAB twice.)
Field 10: (Leave this field blank.)
Field 11: **N** (It is important that this field not be empty.)
Field 12: **Davidson Hall** (Leave 5 leading blanks.)
Field 13: **Auditorium** (Leave 8 leading blanks)

Type the following information for Record 7 of the Names List.

Field 1: **Ms.**
Field 2: **Smith, Paula**
Field 3: **123 Berkeley Way**
Field 4: **Kensington City**
Field 5: **Wisconsin**
Field 6: **83013**
Field 7: **United States**
Field 8: **A**
Field 9: (Leave this field blank.)
Field 10. (Leave this field blank.)
Field 11. **N** (This field must not be empty.)
Field 12: **Opera House** (Leave 7 leading blanks.)
Field 13: **Davidson Hall** (Leave 5 leading blanks.)

This Names List was planned so that when the screen scrolls to accommodate more characters, no field is "split" on the screen. It is not necessary to do that when you create a Names List. But it makes the fields look neater on the screen. If you have extra space, you may want to adjust the field lengths so the screen doesn't split a field. However, the program will work even if a field does span two screens.

Sorting the Names List

With *EasyMailer II* you can perform a series of sorts.

By using the Sort command, for instance, you can bring certain groups of names to the top or to the bottom of a list, thus isolating them in case you want to mail to only part of the list. If you have two or more different letters to send, Sort enables you to group names for the different letters. You can do all sorts of things with Sort.

The headnote had a paragraph indicating "SORT: 2, 10d, 6". You don't have to have a headnote. But you'll find headnotes useful whenever you add a new record to the Names List. The headnote keeps a record of how you originally sorted the list.

We want to arrange this Names List so that it is sorted into postal codes for easy mailing. Within each postal code, we want to sort Members from Non-Members. Then within that group we want to have the names sorted alphabetically.

Usually a Names List would be much longer than the one we have here, but this list will demonstrate the use of the Sort command.

You will have your own ideas about how your Names Lists should be sorted. You can sort a Names List as many times as you wish. It is quite likely that different mailings will require different sorts of sorts.

The Sort function in this tutorial will arrange the records of the Names List according to postal code.

Where it finds identical postal codes, it will rank the "tied" names according to Field 10 which has "M" or is blank depending on whether or not the person is a member. Since the command is given to sort in descending (D) order, the non-member (blank) will appear lower down on the list than the member (M).

Finally, the program sorts the members with identical zip codes alphabetically and then the non-members with identical zip codes alphabetically. Thus Paula Smith and Pauline Smith, both non-members, with identical postal codes, are grouped together, but Paula precedes Pauline. However, Steven Smith, who also has the same postal code, precedes them both because he is a member.

You will note that when performing multiple sorts, the last field sorted is the field determining the final order of records. However, earlier sorts would group identical records into subgroups so that if one record with identical detail appeared above another *before* sorting, it will still be above the other *after* sorting.

Do the following to sort the Names List.

1. Move the cursor to the line where you set the ruler. This should be the first line of the list, the line in which you typed your own name and address. This will ensure that every record from the cursor to either the next ruler, or to the bottom of the page, whichever is first, will be sorted. In this case, that means every record on the list.

2. Give the Sort command by pressing **CTRL/SHIFT/5** simultaneously.

3. In the first blank of the form which appears at the top of the screen, type **2** to sort by Field 2. Since the default is "A" for ascending order, and that is the order you want, you don't need to press TAB to advance to the "Ascending/Descending" blank. Just press **RETURN**.

   The Names List sorts in alphabetical order according to Field 2 (last name).

4. Give the Sort command again (**CTRL/SHIFT/5**). This time enter **10** to sort by Field 10 (Member field). Press **TAB** to advance to the "Ascending/Descending" blank. Type **D** so the program will put the blanks (non-members) at the bottom of the list. Press **RETURN**.

   The Names List sorts in descending order by Field 10. If you scroll to this field, you will note that all members are listed before all non-members, but alphabetical order has been preserved within each category.

5. Give the Sort command (**CTRL/SHIFT/5**) again. This time enter **6** to sort by postal code for convenience when mailing. Accept the default "A" in the "Ascending/Descending" blank by pressing **RETURN**.

The final sort puts the list in numeric order according to postal codes preserving the former order within identical postal codes.

You will now use the items in this Names List to design a letter template.

Creating a Letter Template

Create a separate document with a new number and the document title, "Letter Template."

Following this explanation is a letter template to be used with the Names List you just created. This one template makes letters that can go to any subscriber on the list, member or non-member.

It has a paragraph which will be printed only for members and a paragraph that will go only to non-members. There is no need to make separate templates for each category. Each letter will be addressed to an individual and will contain information specific to that individual only.

Type the letter exactly as it appears.

The following rulers must be in effect:

1. Left margin, 1. Right Margin, R at Space 65. Set the pitch at 10 characters per inch and the lines per inch setting at 6. Specify 54 lines per page as a page parameter.

2. On the line between paragraphs 2 and 3, where you type "XYZ Quartet", put in a ruler with a non-adjusting right margin (N). This is *crucial.* The @n field selector code will not work properly unless you have a non-adjusting ruler governing the place in the template where the code appears. On the line after "Albany Brass" return to your original ruler.

Notice the following details:

- @c near the top of the page directs the program to insert the date you entered when you started up the *EasyWriter II* system. If you didn't enter a date, do that now and return to the tutorial.
- The codes in the inside address are as follows:

  @1 prints the title.

  @f2 flips the contents of the name field around the comma and drops the comma. The first name will appear before the last name in the inside address.

- @b2 in the salutation prints only the contents of Field 2 that appear *before* the comma (in other words, the last name, but not the first name).

- @n12 and @n13 print those fields right-justified, preserving any leading blanks you put in the fields when you typed the Names List. Type these field selector codes in shadow font.

- @d11 at the beginning and @s after the second sentence of paragraph 3 direct the program to not print the first part of the paragraph if Field 11 is empty. This field is empty if the person has contributed $500.00 or more. Members don't need this paragraph since they have already contributed. By leaving Field 11 empty, as was done for all people who contributed $500.00 or more, you have instructed *EasyMailer II* to not print an unnecessary paragraph.

- @d10 preceding the third sentence and @s at the end of paragraph 3 direct the program to not print that portion of the paragraph if Field 10 is empty. Field 10 is empty if the person is not a member. No need to thank the person for a donation if they haven't made one. On the other hand, those who have donated are thanked and the amount is mentioned.

- @9 in paragraph 3 directs the program to print the amount of the donation.

KENSINGTON CITY PERFORMANCES
MUSICAL ARTS SOCIETY
BOX 856
Kensington City, Wisconsin 94706

@c

@1 @f2
@3
@4, @5 @6

Dear @1 @b2:

Thank you for your subscription to this year's Chamber Series of Kensington City Performances. Enclosed are your tickets to Series @8.

We have, however, had to change the locations of our performances. Please make careful note of the new locations.

XYZ Quartet	@n12
Albany Brass	@n13

@d11As you may already know, our operating budget exceeds ticket sales revenue and we must rely on charitable donations. We hope you'll do what you can to help us return next year.@s@d10Thank you for your generous donation of $@9. As you know, ticket sales alone cannot support our efforts. Donations such as yours will enable us to continue our fine tradition next year.@s

We look forward to sharing this wonderful season with you.

Yours truly,

E. Z. Mailer
Membership Committee

Creating a Label Template

In a separate document with the document title, "Label Template," create the label in the following diagram. Use the same ruler and page parameters as you did for the letter template. Start the first line of the template on line 3 of the page. Indent 5 spaces.

```
@1 @f2
@3
@4, @5 @6
@7
```

Printing the Letters and Labels

1. Select "9", Extended Functions, from the Main Menu.

2. When the Function Selector video form comes to the screen, type **em** and press **RETURN**.

3. Press **RETURN** when the next screen appears in order to add an item to the Print Letters form.

```
Print Letters
Options - A: Auto.
```

```
Letter [   ]                                  Page    [   ]  To [   ]
Names  [   ]                                  Records [    ] To [    ]

Copies [    ]  Letters per Page [   ]  Indent [   ]  Options [ ]
```

4. In the Letters field, type the document number of the letter template you just typed. Move to the next field in the same way you do in the *EasyWriter II* Print function, by pressing **TAB**.

5. There is only one page in the letter, so accept the default entries in the page range (Page [ ] To [ ]) fields.

6. In the Names field, enter the number of the Names List document you composed at the beginning of the tutorial. Accept the defaults in the record range (Records [ ] To [ ]) fields.

7. Accept the default settings of the Copies, Letters per Page, and Indent fields.

8. If you are using form feed paper and you want to print automatically, type an "A" in the Option field. Otherwise, leave it blank.

   Look to see if you made any mistakes in entry. If you did, move from field to field with TAB to correct them.

9. Make sure the printer is on-line and furnished with continuous forms paper.

10. When you are sure the Print Letters form is filled in correctly, press **RETURN**.

11. After the printer starts to print, press **RETURN** again. (As with *EasyWriter II* Print function, the video form returns to the screen to let you add another printing assignment. However, unlike *EasyWriter II*, the printer stops printing while you add another printing assignment.)

12. Enter the number of the label document in the Letters field.

13. Accept the page range default settings.

14. Enter the same document number in the Names field as you did before. Specify the same default Record range.

15. Accept the default setting for Copies.

16. In the Letters per Page field, type **5**.

17. Accept the remaining defaults.

18. Loop back through the form, pressing **TAB** to move from field to field to check your entries. Make corrections if needed.

19. Press **RETURN**.

You've finished your work. Now watch the printer print individualized letters for each record on your Names List.

Notice that the letters give specific individual details, like where the XYZ Quartet and Albany Brass are performing, what series the addressee has subscribed to, how much certain addressees have donated, etc.

Some letters have the paragraph thanking for the donation; others have a paragraph encouraging support of the Musical Arts Society. Spacing is adjusted to meet the requirements of each record.

Notice also that the different Letters per Page setting for the label run prints several different labels on a single page.

Normally, you would print labels on label stock, (continuous forms or single sheet label stock) or you would print envelopes one at at time. For printing labels on continuous forms stock, you could use the automatic (A) option in the Print Letters form. For printing envelopes, you could use the non-automatic (field remains blank) option, and the printer would stop after each label for you to insert a new envelope.

Let's suppose that you wanted to send a letter to members only, inviting them to a special event. It would be easy to sort the Names List again so that members records were at the top of the list. You would sort Field 10 in descending order and then print only from the top of the Names List.

In another application, you might have a list of records which contained a field for outstanding balance. You might want to send letters only to those with an outstanding balance, or clients of a certain salesman, or customers within a certain geographic location.

If you wanted a copy of each letter for a customer's file, you could do that easily by entering "2" in the copies field.

You are now familiar with every feature of *EasyMailer II*. You can imagine many uses for it (printing invoices, for example) as well as form letters. As further exercise you may want to experiment with different settings for the pitch and lines per inch settings in the letter rulers, and a different page length parameter. Try different fonts, too. Refer to the Reference Section if you forget any procedures or codes.

CHAPTER 4—REFERENCE

Help in EasyMailer II

EasyMailer II has quick, on-line reference through the Help command. For more detailed reference, use the reference section of the manual. You can reach the Help Menu in two different ways:

From the Main Menu —

1. Select "9. Extended Functions."
   (Insert the *EasyMailer II* System diskette if necessary.)

2. Enter the *EasyMailer II* Function Selector (em), and press PF2.
   (If you do this while printing letters, you will be asked to wait until printing ends.)

To get Help while editing a Names List document —

1. Issue the Sort command (pressing CTRL/SHIFT/5 simultaneously).
   (Insert the *EasyMailer* System diskette if necessary.)

2. Press PF2.

Extended Functions

All data entry for *EasyMailer II* is done in the *EasyWriter II* Editor and does not require accessing the Extended Functions selection. This selection is used to access the Print Letters function, which creates letters by merging Names Lists with template letters.

To access Extended Functions in *EasyMailer II*, select item 9 from the Main Menu. This calls up the Extended Functions selector.

```
Main Menu                                  EW II DOS System 96K 2.0 Mmm DD YY
Select Activity: 9
1. Edit                  4. Print                  7. Print Document List
2. Open File Folder      5. Paginate Document      8. System Functions
3. Delete Document       6. Set Date               9. Extended Functions

 Function Selector: [  ]
```

The selector for *EasyMailer II* is "EM" (either uppercase or lowercase will do).

Type the selector and press RETURN.

If the function is on a separate diskette, you will be prompted to insert the appropriate diskette. Do so and press RETURN.

You will be presented with the Print display. You can reach the Help Menu from here or go on to printing. Directions for printing are given in this Reference Guide under "Procedure for Printing."

To return to the Main Menu from the Extended Function selector form, press ESCAPE.

Field Selector Codes

Field Selector codes tell *EasyMailer II* what information to retrieve from a Names List, and how to print that information.

The program inserts information in the location where the code appears in the template, automatically compensating for differences in the lengths of individual insertions.

Codes follow the following format: "at" sign (@) followed by the field number; the field number may be preceded by an optional prefix.

@[optional prefix] (field number)

Example: `@n3`
`@2`
`@9`

Field Selector codes may be set in any of the *EasyWriter II* fonts. Example 3 above (@9) is set in bold font, directing the program to print the contents of Field 9 in boldface.

The following is a list of Field Selector codes and their meanings.

@(field number) Prints the contents of the specified field number starting at the position of the "@" sign.

Example: If you created this template —

```
Greetings, @1!  How are you?
```

you would be telling the program to print the contents of Field 1 between the blank and the exclamation mark. Assuming the contents of Line 1, Field 1 of the Names List was "Tracy," the contents of Line 2, Field 1 was "Pat," and the contents of Line 3, Field 1 was "Chris," the program would print these three letters —

```
Greetings, Tracy!  How are you?

Greetings, Pat!  How are you?

Greetings, Chris!  How are you?
```

@a(field number) Prints only the contents *after* the comma in the field.

Example: A field containing "Smith, Sandy" would be printed "Sandy".

@b(field number) Prints only the contents *before* the comma in in the field.

Example: A field containing "Smith, Sandy" would be printed "Smith".

@f(field number) Flips the contents of the field around the first comma in the field, and deletes that comma from the letter.

Example: A field containing "Smith, Sandy" would be printed "Sandy Smith".

@d(field number) Does *not* print the text from this point up to the trailing @s code when the specified field is empty.

@s Follows the @d code. It marks the end of any text suppressed when the contents of the field mentioned is empty.

Example: This template —

```
@d5Your account is overdrawn.@s  We hope to
hear from you promptly.
```

produces this letter —

```
We hope to hear from you promptly.
```

if Field 5 is empty, but —

```
Your account is overdrawn.  We hope to hear
from you promptly.
```

when Field 5 has some content.

@n(field number) Prints the full length of the field cited, including any leading or trailing blanks.

Example: This template —

```
Please note the following changes in time and
meeting places for your group.

    @n4 @n6 @n8
    @n5 @n7 @n9
```

produces these letters —

```
Please note the following changes in time and
meeting places for your group.

    Monday     12:15 p.m.   Room 33, Bldg. 20
    Wednesday   3:15 p.m.          Auditorium


Please note the following changes in time and
meeting places for your group.

    Tuesday     9:00 a.m.                  Gym
    Thursday   10:00 a.m.       Greek Theater
```

assuming the contents of Fields 6, 7, 8, and 9 run flush to the right side of their fields.

This feature can be used ro right justify or left justify insertions depending on where you put the blank spaces in the fields. It is especially useful for filling in forms.

This code must be used under a ruler with a non-adjusting right margin (N) in the template document. Otherwise, the program will nullify its effect by removing the crucial blanks when it adjusts the paragraph containing the code.

@c — Prints the current date entered through the Main Menu Set Date function.

Example:
```
501 Key Street
Albany, New York 10101
@c
```

Produces:
```
501 Key Street
Albany, New York 10101
January 11, 1983
```

Note the following about Field Selector codes:

- All Field Selector code entries begin with a "@" character.
- Prefixes can be entered in uppercase or lowercase.
- " @c" (current date) and "@s" (marker for the end of provisional text) codes do not use a field number.
- A non-adjusting (N) right margin must be in the ruler for the template document where you use the @n Field Selector.
- Keep in mind that *EasyMailer II* uses all the spaces between the Field Selector codes when merging. This is important when you attempt to print out such things as columns of fields.

For example, assume your Names List has 20 fields and each field is five characters wide. To print all 20 fields in four columns, your template would look like this:

```
@n1     @n2     @n3     @n4
@n5     @n6     @n7     @n8
@n9     @n10    @n11    @n12
@n13    @n14    @n15    @n16
@n17    @n18    @n19    @n20
```

This way, the same number of spaces will be printed between columns when the template is merged with a Names List.

Summary of Field Selector Codes

@(field number)	Prints contents of field starting at position of @ sign.
@f(field number)	Flips contents of field around the first comma and deletes the comma.
@a(field number)	Prints only the contents *after* the comma in the field cited.
@b(field number)	Prints only the contents *before* the comma in in the field cited.
@d(field number)	Suppresses text.
@s	End marker for suppressed text.
@n(field number)	Prints full field including leading or trailing blanks.
@c	Prints current date.

Fonts

Field Selector codes can be set in all special fonts from *EasyWriter II*. When the information is inserted in the template, it will appear in the specified font in the printed document.

Printing

Selection 9, Extended Functions, on the Main Menu provides access to the *EasyMailer II* Print Letters function.

All other *EasyMailer II* activities are performed in the *EasyWriter II* editor. Names Lists and templates created in the editor are merged through special features in the Print Letters function.

The Print Letters Function

The Print Letters function (accessed through "9. Extended Functions" on the Main Menu) works very much like the *EasyWriter II* Print function (selection 4 on the Main Menu). However, the *EasyMailer II* Print Letters function has additional features. The similarities and differences are as follows:

Similarities

You can queue up documents on the print list.

You can print pages automatically with form feed paper, or you can have the printer pause after each letter so you can insert another piece of paper, card, label or form.

You can specify indent.

You can specify number of copies.

Indent and the option (automatic) default to values entered in the Edit Systems Parameters function.

The Print Letters function merges data from the Names List with the template you designed.

The Print Letters function allows you to specify a number of "Letters per Page." This feature is useful for printing sheets of adhesive labels. It directs the program to print a specified number of letters or labels before advancing to the next sheet or page.

EasyMailer II suspends printing each time an item is added to the Print Letters list. Printing is resumed once the addition is entered.

With *EasyMailer II* you cannot edit one document while another is printing.

Accessing the Print Function

To merge and print letters with *EasyMailer II*, select item 9 on the Main Menu. This calls up the Extended Functions selector.

```
Function Selector: [  ]
```

The selector for *EasyMailer II* is *EM* (either uppercase or lowercase will do); type the selector and press RETURN. If *EasyMailer II* is not installed on your *EasyWriter II* system diskette, you will be prompted to put in the appropriate diskette and press RETURN. Do so. You will be presented with the Print display, which is similar to the form on *EasyWriter II*.

```
Print Letters
Options - A: Auto.

RETURN to Add an Item, DELETE to Delete Last Item, ESCAPE to Exit.
```

Procedure for Printing

With the Print display on the screen, press RETURN in response to the prompt. This brings the Print Letters video form to the screen.

```
Print Letters
Options - A: Auto.

Letter [   ]                              Page    [   ]  To [   ]
Names  [   ]                              Records [    ] To [    ]

Copies [    ]  Letters per Page [   ]  Indent [   ]  Options [ ]
```

Fill in the Print Letters video form as follows, pressing TAB to move from field to field.

1. Specify the document number of the template letter.

2. Specify the page at which you want to start printing from the template document.

3. Specify the page of the template document where you want to stop printing.

4. Specify the document number of the Names List.

5. Specify the number of the record (line) of the Names List where you want the printing to start.

   This specification identifies the records to be printed using the line numbers of the *Names List*. These are *not* necessarily the lines of the document, but rather the lines of the Names List, which begins at the first ruler you assigned in the document.

6. Specify the number of the record (line) of the Names List where you want the printing to end.

7. Specify the number of copies.

   For letters you would most often want only one copy, but for labels you might want multiple copies.

8. Specify how many letters or labels you want printed per page. Letters per page includes copies.

   If you are using the "A" (automatic) option, you are specifying how many letters or labels to print before the printer executes a form feed. If you are not using the automatic option, you are specifying how many letters or labels you want printed before the printer pauses for you to insert another form or piece of paper.

9. Specify how many spaces to indent.

10. Specify "A" for automatic if you want the printer to print letters automatically on continuous forms paper. Leave the field blank (or use the spacebar to erase if the field is not blank) if you want the printer to pause after each letter so you can insert the next piece of paper, card, envelope, or form.

    If you do not use the automatic option, the printer will pause after each page and a message will appear.

    ```
    Print Next Page?
    ```

    In that case you would press RETURN when you are ready to print the next page. (If you don't want to resume printing, press RETURN, DELETE, RETURN to delete the item from the print list. Then press ESCAPE to return to the Main Menu.)

11. You can use the TAB key to loop around to the beginning of the video form and to advance from field to field to change any entries.

    When you have the form filled out the way you want it, and your printer is turned on and ready to print, press RETURN to enter this data and start printing.

Note the following about printing.

- Simultaneously pressing CTRL and 8 stops the printer. (It may take a while if the printer has a large buffer.) Press RETURN to resume printing. If you decide you don't want to resume printing, pressing ESCAPE three times will get you to the Main Menu.

- As with the *EasyWriter II* print function, you can delete items from the print list by pressing DELETE and then RETURN.

- If a line in the Names List is blank, the program will not print a letter for that line. In other words, if a list has 10 lines in it, 4 of which are blank lines, the program will produce only 6 letters. It will not produce "empty" letters. However, if a line on a list contains any fields which are not blank, a letter will be printed for it even if the template letter does not contain those particular fields. In that case, you will get a letter with "empty" fields. (If you use the Sort function, all blank lines will be eliminated.)

Printing Labels

To print on label stock which has one column of labels, specify in the Letters per Page field how many labels you want to print between perforations on your continuous forms label stock.

Here is how to print on label stock which has more than one column of labels per page.

1. Divide the Names List into groups of records, each of which has the same number of records as the number of horizontal rows of labels on the label stock.

2. On the Print Letters form specify the first group of lines (records) in the Records range field. That is, the first record in the group should be the starting record and the last record in the group should be the final record.

3. For the Letters per Page setting, enter the same number as there are rows of labels on your stock. This will be the same number as records in a group (see item 1 above).

4. In the Indent field, specify the indentation necessary to print the left (first) column of labels on your stock.

5. Press RETURN. When printing stops, rewind or reinsert your label stock.

6. Repeat Step 2, but specify the second group of records in the list.

7. Repeat Step 3.

8. In the Indent field, enter the the number of spaces necessary to start printing at the second column of labels on the stock.

9. Repeat from Step 5 until you have printed all the labels you want to print.

NOTE

We recommend you use label forms that are one-label wide only. It is possible to use label forms that contain two or more labels across a page, but this necessitates resetting the indent before printing each label column.

Rulers in Names Lists

Rulers Identify Names Lists

The mail merge function is performed using a special Print Letters feature accessed through Main Menu selection 9. The merge is achieved by taking data from one document, the Names List, and combining it with another document, the letter template. These documents are created in the Editor just like regular documents; however, the Names List employs a special ruler.

EasyMailer II recognizes Names Lists through the existence of the special ruler; unless the document contains that special ruler, no merge will be performed.

This special ruler can be anywhere in the document, though only data that follows the ruler will be treated as records and merged with the template letter. Text or data appearing before the special ruler will be disregarded during the print function.

It is advisable to dedicate a document to a Names List; it is not advisable to store the list in a document with other data. You may, however, find it useful to create a heading above the special ruler that serves as a guide to the structure of the records. You might, for example, create a numbered list identifying the nature of each field with its associated field number. This could prove helpful as a reference when you are creating or altering the template letter.

The Ruler Defines the Structure of Names Lists

Names Lists are organized into *records* and *fields*. Records are sets of information relating to a single addressee and are physically defined by lines in the document; each line of the Names List is considered a separate record.

Records are divided into sections called fields; each field contains a single item of information — for example, name, address, city, and state. Fields may be any length provided that the total length of all the fields does not exceed one line of 255 characters.

Fields are physically defined by the special ruler. The ruler is, in reality, no different from those used in regular *EasyWriter II* documents; it merely uses a special character to define field boundaries.

Data in the Names List is merged with the template letter according to its position on the line. The program looks to a specified field and extracts any data within those boundaries. Care in data entry is therefore very important.

Rulers Define the Area to be Sorted

Although multiple rulers in a Names List will not affect the mail merge function, they will affect the Sort function. Sort will only work on records (lines) within one ruler; when Sort finds a second ruler it stops and sorts only the group of records between the two rulers.

Creating the Special Ruler

The EasyMailer II Names List ruler is an added feature of the standard EasyWriter II ruler; it is merely an additional option entered on the Margin line.

A single character, the broken vertical bar (|), is all you need to identify and partition a Names List. EasyMailer II recognizes this character as the legal identifier for a Names List, as the boundary of a field, and even as a tab stop for ease of data entry. The vertical bar is the upper character on the keyboard immediately to the left of the BACKSPACE key on your keyboard; to type it, as with all upper characters, press and hold the SHIFT key and then press the vertical bar key.

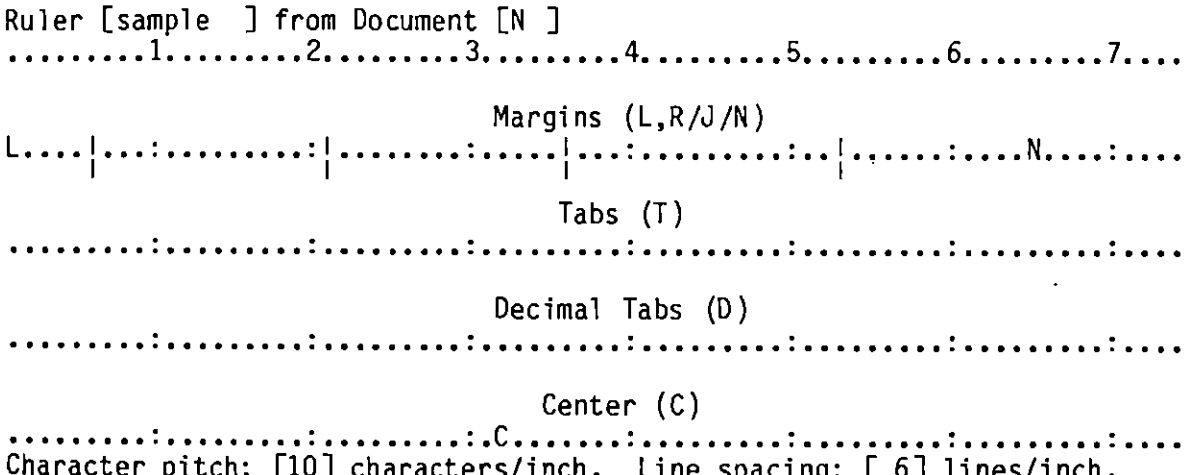
Fields are placed end to end along a line. The final space of one field is immediately followed by the first space of the next field. This does not necessarily mean that the data is run together; in most cases the fields will be longer than the longest piece of data, leaving empty spaces between items. This *does* mean that field boundaries, both beginning and ending, are defined by vertical bars; the bar that ends one field also begins the next.

The two exceptions to the rule that field boundaries are defined by vertical bars are the first and last fields of the record. EasyMailer II automatically defines Space 1 of a line as the starting point of Field 1. You do not, therefore, need to define the starting point of Field 1 with a vertical bar, though you may if you want to. The program also considers the right margin to be the ending point of the last field. Again, you do not need to define this point with a vertical bar, though you may.

NOTE

> It is advisable to define the right margin using the "N" (non-adjusting) option. This will ensure that data remains properly positioned along the line in case of accidental adjustment.

An EasyMailer II ruler might look like this:


Ruler [sample] from Document [N]
.....1.....2.....3.....4.....5.....6.....7....
Margins (L,R/J/N)
L....|...:.....:|.....:....|...:.....:..|.....:....N....:....
Tabs (T)
.....:.....:.....:.....:.....:.....:.....:.....:....
Decimal Tabs (D)
.....:.....:.....:.....:.....:.....:.....:.....:....
Center (C)
.....:.....:.....:.C.....:.....:.....:.....:.....:....
Character pitch: [10] characters/inch. Line spacing: [6] lines/inch.

Vertical Bars Act as Tabs

When entering data in a Names List you usually want to start data (except right justified data) on the first space of the field. To move quickly between fields and ensure that the cursor appears on the first space, *EasyMailer II* treats field delimiters (vertical bars) as tab stops; just press the TAB key to move to the next field. Then start entering data.

Decimal Tabs

A decimal tab may be placed on the ruler for ease in data entry. In a field where you have placed a decimal tab, you would press TAB a second time to reach the position of the decimal tab.

Field Numbers

A Names List may contain up to 255 characters distributed among up to 50 fields. Fields are identified by numerical order; the first field is Field 1, the second is Field 2, and so on.

Field numbers are used in template letters to specify which data is to be inserted in the appropriate area. Remember, a headnote above the special ruler can serve as a quick reference when creating or altering a template letter; just list the field numbers and the nature of the data contained in each.

Record Numbers

Records are identified in numerical order. The first record (line) following the special ruler is Record 1. This order is restricted to the given document; there will be as many Record 1's as there are Names Lists, though there is no duplication within a Names List.

Record numbers are used in the Print Letters form to define the range of the Names List used. This feature can be used to produce a limited mailing restricted to a specific portion of the list. For further information, see "Sort."

Procedure for Setting Up a Names List Ruler

Setting up an *EasyMailer II* Names List ruler is similar to setting up a ruler in *EasyWriter II*.

Similar to *EasyWriter II*	Different from *EasyWriter II*
1. Place the cursor where you want the ruler to take effect.	Place the cursor in the document where you want Line 1 of the Names List to begin. (Line 1 of a Names List is understood by the program to be where the first ruler is placed. Line 1 of the Names List is not the same as the document Line 1.)
2. Press and hold down the SHIFT and F1 keys to bring the ruler video form to the screen.	
3. Fill in the ruler video form moving from field to field with the TAB key.	
4.	The left margin should always be at Space 1. The program automatically considers all spaces from Space 1 to the first vertical bar to be Field 1. Place the field delimiters, broken vertical bars (¦), along the Margins Line in the ruler wherever you want another field to begin. You can have up to 50 fields.

Similar to *EasyWriter II*	Different from *EasyWriter II*
	Be sure there are no T's entered on the Tab line. The broken vertical bars serve as tabs in *EasyMailer II*. The cursor will automatically advance to these delimiters when the TAB key is pressed during editing. To add regular tab settings is unnecessary.

5. Enter D's on the Decimal Tab line if you want to tab to the decimal point in a decimal field.

   Pressing the TAB key allows you to go back to previous fields and make changes if necessary.

6. When you are sure the ruler is set up the way you want it, press RETURN to enter the ruler data and return to the document.

Sort

The Sort command sorts the lines of a Names List by any field in the list.

Sorting Sequence

In sorting, the program uses a particular "alphabetical" order. The program understands alphabetical order to be a blank character first, followed by:

```
"#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_{|}
```

Descending order is the reverse with a blank being the last character:

```
}|{_^]\[ZYXWVUTSRQPONMLKJIHGFEDCBA@?<=>,;:9876543210/.-+*)('&%$#"!
```

By this order, $E=mc^2$ comes before *Emcee* but after *E equals* mc^2. The blank space between the *E* and the *e* in the last string comes before the = of the first string, which, in turn, comes before the *m* of the second string.

E equals mc^2

$E=mc^2$

Emcee

The program makes no distinction between uppercase and lowercase. For example, the program groups all words beginning with either *a* or *A*. The order of a particular word within the A*a* grouping depends on the remaining letters in the word. Words with the same spelling (ANT, ant, Ant) appear in the order they were originally entered on the Names List.

When you enter data into fields, remember that punctuation is included in the program's alphabetical order. Here is how the program sorts the following names because one string includes a comma.

Doe Jon
Doe, Jan

So, if you want *Jan* before *Jon* in the list, be sure to have either no commas in both names, or commas in both names.

Notice the differences in the numbers in the following list and the way they are sorted.

```
#999999
02
02-A
1-0000A
A- 2
A-02
A-1
```

The position of the number in the field is important. When sorting, the program looks at the first character in the field. Ties are broken by checking each subsequent character until the tie is broken. For example, the "02" and "02-A" were tied at the first digit and still tied at the second; however, the tie was broken at the third character, because blank precedes a hyphen.

So a list which is entered like this:

```
2
4
6
8
10
```

will be sorted like this:

```
10
2
4
6
8
```

However, if you enter numbers with right justification,

```
 2
 4
 6
 8
10
```

it will sort correctly. That is because blank precedes 1.

Ascending/Descending Order

You instruct the program to sort by pressing the CTRL/SHIFT/5 keys simultaneously. The program responds by displaying the following:

```
Sort Field: [  ]  Ascending/Descending: [A]
```

The number entered in the first blank is the field by which you want the Names List to be sorted.

Entering "A" (the default) in the second blank of the form means you want to rank records by *ascending* alphabetical order, that is, A's at the top of the page, Z's at the bottom. Entering "D" sorts by *descending order*: Z's to the top, A's to the bottom.

Sorting by Hierarchy

The Sort function sorts one field at a time. You make successive sorts if you want to sort according to a hierarchy of fields. Sort according to the *reverse* of the desired hierarchy. If you want a list sorted according to the order of Field 1, then Field 2, then Field 3, for example, you would first sort by Field 3, then 2, then 1.

Sorting by hierarchy is a narrowing process through which broad categories are systematically broken into smaller ones. For example, to find a person's telephone number you first determine the geographic area and select the right telephone directory (sort by city); then you locate the proper last name (sort by last name); if more than one person has that last name, you look for the proper first name (sort by first name). The same process is used in *EasyMailer II* to sort by hierarchy.

Sorting Blanks

If an entire line of a Names List is blank, when the Sort command is given, the line will be eliminated. However, if any field of a line contains data, the line will not be eliminated regardless of which field is being sorted. A list like this —

```
Tracy      $90.00

Pat
Chris      $20.00
```

will look like this after being sorted by Field 2—

```
Pat
Chris      $20.00
Tracy      $90.00
```

Procedure for Using the Sort Command

1. Place the cursor on the first line of the Names List if you want to sort the whole list. The Sort command only sorts from the line the cursor is on down to either the end of a list or to the next ruler.

2. Press and hold down the CTRL/SHIFT/5 keys.

3. The following message appears at the top of the Names List document:

   ```
   Sort Field: [  ]  Ascending/Descending: [A]
   ```

4. Type the number of the field you want sorted.

   The number displayed for "Sort field" is the number of the field where the cursor was, but you can put in any legal field number.

   - You will get this message if you specify a field that does not exist.

   ```
   Sort Field Does Not Exist.  Press F1.
   ```

- You will also get an error message if the cursor is in the headnotes and not in the Names List of the document.

Leave the "A" (the default) in the second blank if you want to sort in ascending alphabetical order. Press TAB and then type a "D" in the second blank if you wish to sort in descending order.

5. When both fields contain the proper information, press RETURN.

6. You'll see an additional message at the top of your document stating:

```
Sorting...
```

When the sort is completed, the messages disappear and you are back where you started.

If you want to sort again, repeat the procedure.

Remember, sort according to the reverse of the desired hierarchy if you are making successive sorts.

APPENDIX

Error Messages

Not all of the messages you are likely to encounter using *EasyMailer II* appear in this appendix. Some messages, because they are self-explanatory, aren't mentioned. Other messages not mentioned in this guide may be explained in the *EasyWriter II* manual.

The messages here fall into two categories. In the first category are examples of the kinds of error notations the *EasyMailer II* program prints in the body of letters. These error notations advise you of some error in the design or compatibility of a template Letter and the specified Names List.

In the second category are Error Messages which the program displays on the screen. These are listed in alphabetical order.

Error Notations in Printed Letters

@0"

When the program prints this notation in a letter, it is advising that it is unable to find a "Field 0" in the Names List you've chosen to print.

"@x"

A notation in this form advises that you have used an invalid or non-existent Field Selector code. If a field number is specified after the invalid code, the contents of the field will still print out.

Error Messages On Screen

'A' or 'D' Please.

You have tried to enter a character other than A or D. Enter A for Ascending order, or D for Descending order.

Letter List is Full.

The program cannot hold any more printing assignments in its Print List. Wait until the top item in the List is finished; then add the new item.

Names Document Must Contain a Ruler.

You have neglected to assign a first ruler to the specified Names document. Check to see if you entered the right document Number. If you have, edit the Names List document accordingly.

No More Than 50 Fields are Allowed.

You have tried to print using a Names List containing more than the maximum allowable number of fields.

Ruler Must Have Fields.

Sort cannot sort Records (lines) falling under an active ruler that does not have at least one Field Boundary (vertical bar) on its Margin Line.

Sort Field Does Not Exist.

The active ruler controlling the location of the cursor at the time you gave the Sort command does not have the field number you specified. Correct the specified field number, or check the active ruler.

Printed in Japan Jan. 1984
9376411917100 kw